USER MANUAL - RELEASE 12.1

VERSION 1.0

Confidential

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Revision History

June 6, 2012	Version 1.0	Original Document (clc)

OVERVIEW:
This document is to be referenced as a guide to the functions available in the Lifepoint.web application.
Note: Some of the functions described in this User Manual may not match exactly what is in your system depending on specific choices/customizations that were made during your implementation.

PURPOSE:
The purpose of this document is to provide the user with a guide to the functions available in Lifepoint.

- Part 1 describes the functions included in User Mode.
- Part 2 describes the functions included in Admin Mode.

Table of Contents

Copyright Notice 2

Confidentiality and Proprietary Rights 2

Revision History 2

OVERVIEW 2

PURPOSE 2

Part 1: User Mode 11

Chapter 1 | GENERAL APPLICATION INFORMATION 12

I. LOGIN PAGE 12

II. LOGIN 13

III. LOGOUT 14

Chapter 2 | LABORATORY FUNCTIONS 15

I. INBOX 15

About the Inbox 15

Actions Available on the Inbox Page 15

A. View List of Available Reports 15

B. View a Report 16

C. Print a Report 18

D. Archive Reports 19

E. Print/Archive Reports 19

F. Sort Inbox Based On Header Titles 20

G. Sort Inbox Based On Report Status 20

II. SELECT NEW PATIENT 21

About the Select New Patient Page 21

Actions Available on the Select New Patient Page 21

A. Search for a Patient 21

B. Select Patient 21

III. PATIENT HISTORY 22

About the Patient History Page 22

Actions Available on the Patient History Page 22

A. Actions Available in the Not Received Section of Patient History 22
B. Actions Available in the In Progress Section of Patient History 23
C. Actions Available in the Events Section of Patient History 23
D. Actions Available in the Result History Section of Patient History 24
IV. CUMULATIVE REPORTS 24
About the Cumulative Reports Function 24
Actions Available in the Cumulative Reports Function 25
A. Create a Full Table Cumulative Report 25
B. Create a Custom Table Cumulative Report 27
C. Create a Graph Cumulative Report 28
V. ADD EVENT 32
About the Add Event Function 32
Actions Available in the Add Event Function 32
A. Add an Event 32
B. View an Event 32
Chapter 3 | PATIENT MANAGEMENT 34
I. ADD PATIENT 34
About the Add Patient Function 34
Actions Available in the Add Patient Function 34
A. Enter Patient Information 34
B. Enter Responsible Party Information 35
C. Enter Insurance Information 36
D. Review Information 37
II. EDIT PATIENT 38
About the Edit Patient Function 38
Actions Available in the Edit Patient Function 38
III. MERGE PATIENT 39
About the Merge Patient Function 39
Actions Available in the Merge Patient Function 39
A. Merge Patients 39
B. Merge Accessions 40

Chapter 4 | LABORATORY ORDERS 43
I. ORDER TESTS 43
About the Order Tests Function 43
Three-Step Order Tests Function 43
Actions Available in the Three-Step Order Tests Function 43
A. Edit Patient Information 43
B. Select Diagnosis Code 44
C. Select Tests 45
D. Review/Add Additional Information 46
E. Complete Order 50
Two-Step Order Tests Function 50
Actions Available in the Two-Step Order Tests Function 50
A. Edit Patient/Enter Diagnosis Codes/Order Tests 50
B. Review/Add Additional Information – Functions the same as Three-Step Order Entry. 51
C. Complete Order – Functions the same as Three-Step Order Entry. 51
II. QUICK ORDER 52
About the Quick Order Function 52
Actions Necessary to Place a Quick Order 52
A. Create a Quick Order 52
B. Place a Quick Order 52
III. ORDER SUPPLIES 53
About the Order Supplies Function 53
Actions Available in the Order Supplies Function 53
A. Order by Group 53
B. Order by Item Name or Description 54
C. View/Edit Basket 54
D. Place Order 54
IV. ADD TEST 55
About the Add Test Function 55
Steps Necessary to Add a Test to an Existing Accession 55
Chapter 5 | GENERAL INFORMATION 57
I. TEST REFERENCE 57

About the Test Reference Function 57
Actions available in the Test Reference 57
II. ACTIVITY LOGS 58
Reports Available in the Activity Logs Function 58
A. Abnormal Results List 58
B. Add-On List 59
C. Manifest List 60
D. NoPID/Ident List 63
E. Pending Orders Report 64
F. Supply Order List 65
G. Tests by Date 66
H. Top 50 Tests 66
Chapter 6 | PRACTICE OPTIONS 68
I. USER PROFILE 68
Actions Available on the User Profile Page 68
A. General Information Screen 68
B. Presentation Screen 69
C. Preferences Screen 70
II. SUB-USER MANAGEMENT 76
About Sub-User Management 76
Functions Available in Sub-User Management 76
A. Create a Sub-User 76
B. Change Password or Edit a Sub-User 77
C. Delete a Sub-User 77
D. Copy Settings to Selected Sub-User(s) 78
Chapter 7 | DESKTOP PROGRAMS 82
About the Desktop Programs Page 82
Information Available on the Desktop Programs Page 82
A. Web Requirements 82
B. Agent Software Download and Requirements 84
C. Mobile Requirements 86
D. Previous Versions 86

Part 2: Admin Mode 87

Chapter 1 | ABOUT ADMIN MODE 88

About Admin Mode 88

Chapter 2 | USERS 89

I. LIST USERS 89

About the List Users Page 89

Actions Available on the List Users Page 89

A. View List of Users 89

B. Search for a User 91

C. Delete a User 91

D. Login as a Different User 92

E. Edit a User 93

II. ADD USER 121

About the Add User Function 121

Actions Available on the Add User Page 122

A. User Name/Password 122

B. Demographics 123

C. Restore a Previously Deleted User 124

Chapter 3 | TEST DICTIONARY 125

I. CUSTOMIZE DICTIONARY 125

About the Customize Dictionary Function 125

Steps Available in the Customize Dictionary Function 125

A. Define Custom Name 125

B. Define Field Type 125

C. Define Fields to Display 126

D. Define Fields to be In Use 126

E. Define Fields to be Required 126

F. Define Order 126

G. Description of Commonly Used Fields 126

II. ADD TESTS 127

Steps Required to Add a Test to the Test Dictionary 127

III. EDIT/DELETE TESTS 128

Actions Available In the Edit/Delete Tests Function 128
A. Edit a Test 128
B. Delete a Test 129
IV. COMMON TEST VALIDATION 129
About the Common Test Validation Function 129
Actions Available In the Common Tests Validation Function 129
A. Common Tests Validation – Tests 129
B. Common Test Validation – Custom Profile Components 131
V. PRINT 131
VI. EXPORT TEST DICTIONARY 132
Chapter 4 | ASK AT ORDER ENTRY 133
About Ask at Order Entry 133
I. ADD/EDIT QUESTIONS 133
Actions Available In the Add/Edit Questions Function 133
A. Create a Question 133
B. Edit an Existing Question 135
C. Delete a Question 136
II. CREATE QUESTION TEMPLATES 136
Actions Available in the Create Question Templates Function 136
A. Create a Template 136
B. Create a Template that Includes Conditional AOE 137
C. Preview an Existing Template 142
D. Edit an Existing Template 143
E. Delete a Template 144
III. ASSIGN TEMPLATES TO TESTS 144
Actions Available In the Assign Templates to Tests Function 144
A. Assign a Template to a Test 144
B. Change the Template that is Assigned to a Test 144
C. Remove a Template that is Assigned to a Test 145
IV. VIEW TEMPLATES AND QUESTIONS 146
About the View Templates and Questions Function 146
Reports Available to be Viewed 146

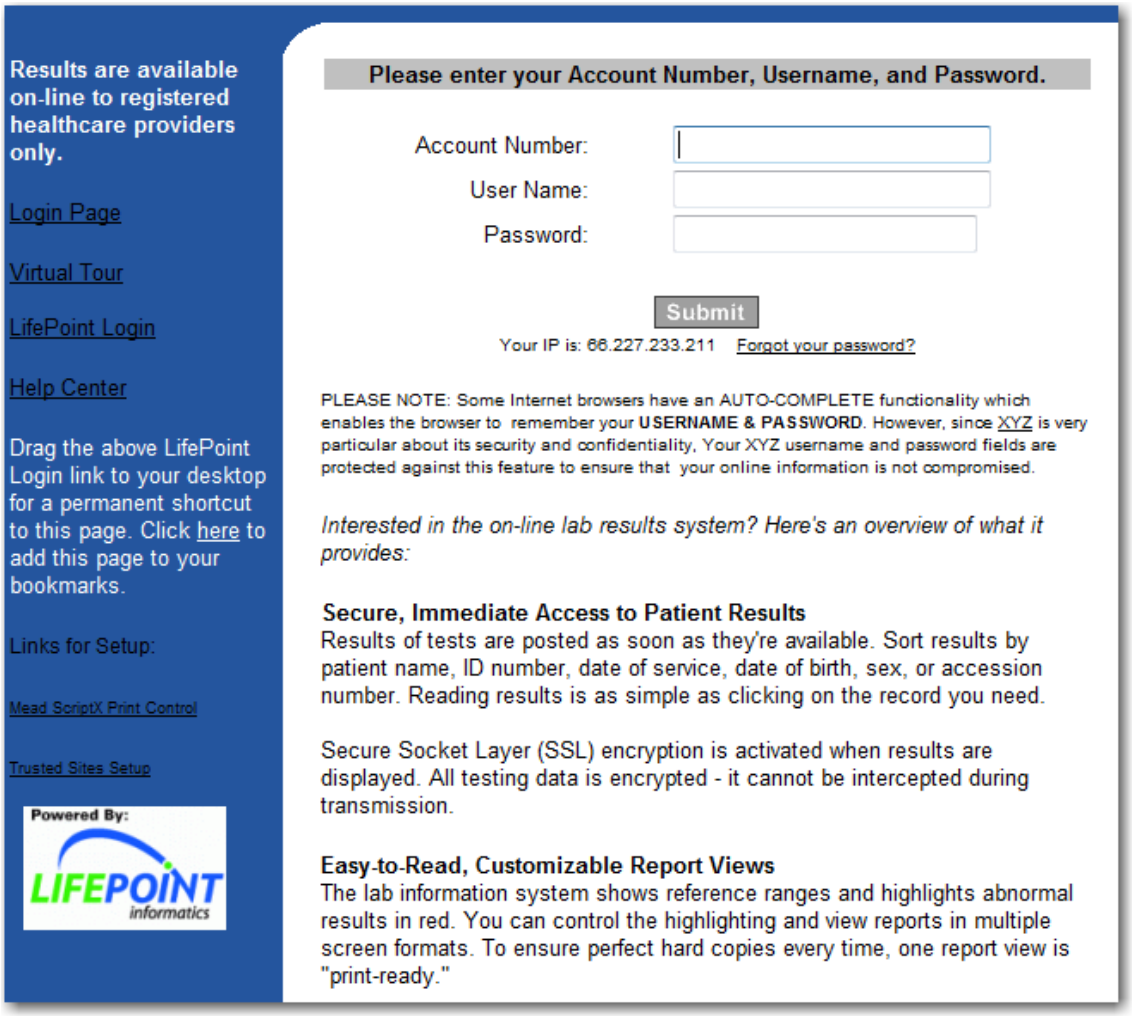
A. View Templates with Questions 146
B. View Questions 148
C. View Codes 148
D. View Templates with Codes 149
Chapter 5 | INSURANCE COMPANIES 150
I. ADD INSURANCE 150
About the Add Insurance Function 150
Steps Necessary to Add an Insurance 150
II. EDIT/DELETE INSURANCE 152
Actions Available In the Edit/Delete Insurance Function 152
A. Edit an Existing Insurance 152
B. Delete or Disable an Existing Insurance 153
III. ASSIGN INSURANCE 153
About the Assign Insurance Function 153
Actions Available In Assign an Insurance to a Foreign Lab 154
A. Assign an Insurance to a Foreign Lab 154
B. Exclude Practice(s) from the Assign Insurance Rule 154
C. Assign an Insurance by Policy Number 154
IV. COMMON INSURANCE VALIDATION 155
About The Common Insurance Validation Function 155
Actions Available In the Common Insurance Validation Function 155
V. PRINT 157
VI. EXPORT INSURANCE 157
Chapter 6 | PHYSICIANS 158
I. ADD PHYSICIAN 158
Steps Necessary to Add a Physician 158
II. EDIT/DELETE PHYSICIAN 158
Steps Necessary to Edit/Delete a Physician 158
Chapter 7 | SUPPLY LIST 160
I. ADD ITEM 160
II. EDIT/DELETE ITEM 160
Chapter 8 | DIAGNOSIS 162

About Diagnosis Codes 162
I. ADD DIAGNOSIS 162
II. EDIT/DELETE DIAGNOSIS 162
III. COMMON DIAGNOSIS VALIDATION 163
About the Common Diagnosis Validation Function 163
Actions Available In the Common Diagnosis Validation Function 163
Chapter 9 | MESSAGES 165
About User Messages 165
I. ADD/EDIT SYS MESSAGES 165
Types of System Wide Notifications That Can Be Created 165
A. General Messages 165
B. Alert Messages 166
C. Emergency Alert Messages 167
Chapter 10 | AUDIT REPORTS 168
About The Audit Reports 168
I. REPORTS 168
Actions Available In the Reports Function 168
A. Patient Audit Report 168
B. Accession Audit Report 169
C. Test Ordered Audit Report 170
D. Interface Audit Report 171
E. User Audit Report 172
Chapter 11 | DESKTOP USERS 176
About The Desktop Users 176
Chapter 12 | MANAGEMENT REPORTS 177
About Management Reports 177
Reports Available on the Management Reports page 177
A. Create a User Access Report 177
B. Create a Billing Report 178
C. Create a Result Import Processing Report 180
D. Create an Audit Trail Report 182
E. Create a Patient Audit Report 185

Part 1: User Mode

Chapter 1 | GENERAL APPLICATION INFORMATION

I. LOGIN PAGE


Results are available on-line to registered healthcare providers only.
Login Page
Virtual Tour
LifePoint Login
Help Center
Drag the above LifePoint Login link to your desktop for a permanent shortcut to this page. Click here to add this page to your bookmarks.
Links for Setup:
Mead ScriptX Print Control
Trusted Sites Setup
Powered By:
LIFEPOINT informatics
Please enter your Account Number, Username, and Password.
Account Number:
User Name:
Password:
Submit
Your IP is: 66.227.233.211 Forgot your password?
PLEASE NOTE: Some Internet browsers have an AUTO-COMPLETE functionality which enables the browser to remember your USERNAME & PASSWORD. However, since XYZ is very particular about its security and confidentiality, Your XYZ username and password fields are protected against this feature to ensure that your online information is not compromised.
Interested in the on-line lab results system? Here's an overview of what it provides:
Secure, Immediate Access to Patient Results
Results of tests are posted as soon as they're available. Sort results by patient name, ID number, date of service, date of birth, sex, or accession number. Reading results is as simple as clicking on the record you need.
Secure Socket Layer (SSL) encryption is activated when results are displayed. All testing data is encrypted - it cannot be intercepted during transmission.
Easy-to-Read, Customizable Report Views
The lab information system shows reference ranges and highlights abnormal results in red. You can control the highlighting and view reports in multiple screen formats. To ensure perfect hard copies every time, one report view is "print-ready."

A. The Login Page not only contains the fields to login to Lifepoint, but it also provides links for additional functionalities:
   1. The ‘Virtual Tour’ link opens a quick tour through some of the functions available in Lifepoint.
   2. The ‘Lifepoint Login’ link allows you to drag the link to your desktop to create a permanent shortcut to this Login page.
   3. The ‘Help Center’ link directs you to the Support Policy page on the Lifepoint website.

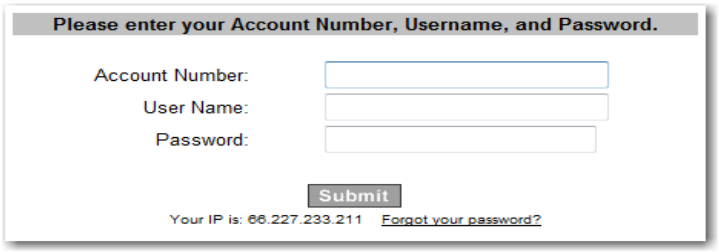
Support
Lifepoint Support Contact Information (available 24/7):
Tel: 201-447-9991 Option 2
E-Mail: support@lifepoint.com
Lifepoint Support Schedule:
Schedule
Regular Support Monday – Friday 8:30AM – 8:00PM EST
On-Call Support Monday – Friday Outside of regular support hours Weekends (24/7) Holidays (24/7)
Expected Response:
Client calls received during Regular Support Hours:
i. Telephone calls to the Lifepoint Support Line are answered as quickly as possible. If all support reps are taking other calls, a voicemail system will take your message.
ii. E-mail requests to the Lifepoint Support e-mail address are responded to within 4 business hours with a case number. Please include the assigned case number in all follow-up e-mails.
Client calls received during On-Call Support Hours:
i. Telephone calls will be answered and after hours support programmers will be contacted as needed (please refer to the PDF below for questions to be answered when calling after hours support.)
ii. E-mail requests to the Lifepoint Support e-mail will be addressed during the next business day.

4. The 'Click here' link allows you to add this page to your bookmarks.
5. The 'Mead ScriptX Print Control' link allows you to download this program, which is necessary for printing within Lifepoint.
6. The 'Trusted Sites Setup' link allows you to set up Lifepoint as a trusted site on your PC, which is necessary for some of the functions within Lifepoint.
7. The 'Powered by Lifepoint' link directs you to the Lifepoint website at www.Lifepoint.com.

B. User defined text messages can be displayed on the Login screen. Creating these messages will be covered later in the Admin Mode section of this manual.

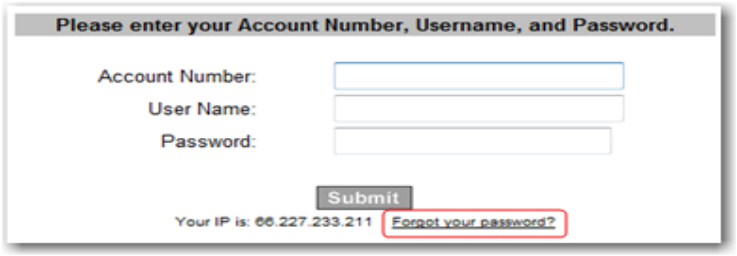
II. LOGIN

A. Enter your Account Number, User Name, and Password. These fields are not case sensitive. Select the 'Submit' button to login to Lifepoint.

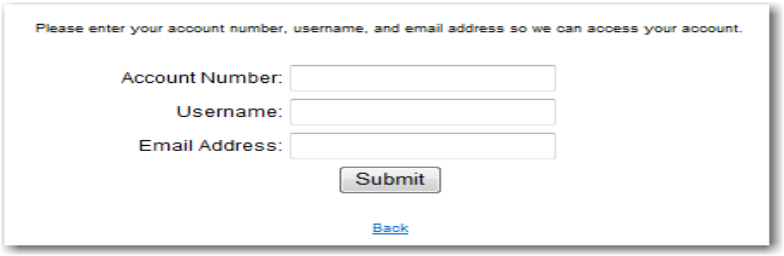


1. The expiration date of a user's password is set in Admin Mode. When the time period has expired, the user will be directed to the change password screen after login, where they will be required to change their password.

B. If you have forgotten your password select the 'Forgot your password?' hyperlink.



1. A new screen will display.



2. Enter your Account Number, User Name, and Email Address. Select the 'Submit' button.
3. For security purposes another screen will be presented.

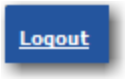
4. Fill in the requested information and select the 'Submit' button.
5. The following message will appear on the screen:

You will be emailed shortly with a temporary password to access the site.
When you login you will be asked to change your password.

6. Lifepoint will then email a temporary password. After initial login you will be required to change the temporary password.

III. LOGOUT

To log out of Lifepoint select the 'Logout' hyperlink near the top of the page.



Chapter 2 | LABORATORY FUNCTIONS

I. INBOX

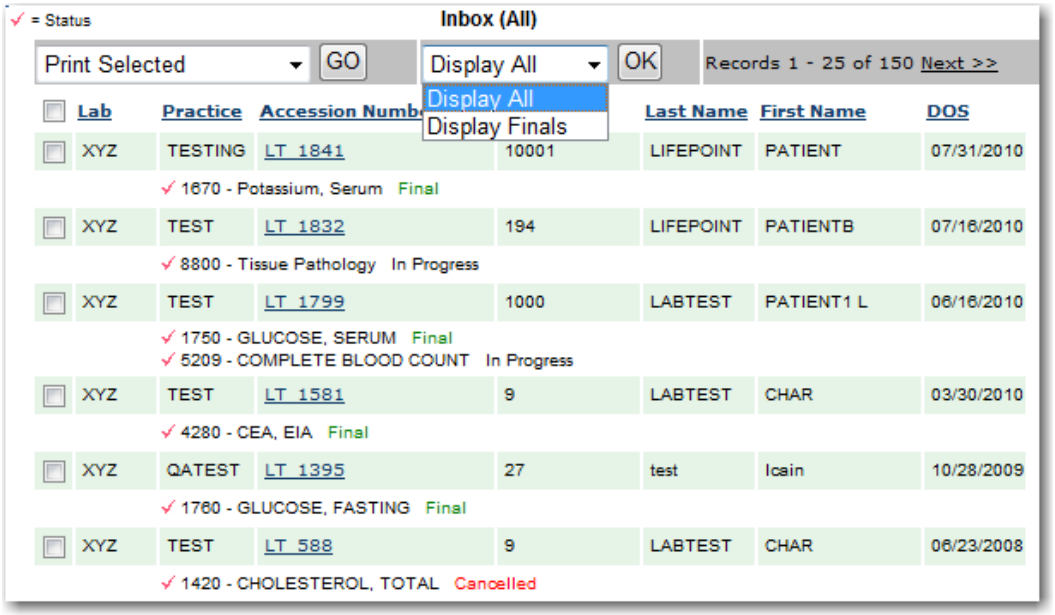
About the Inbox

- The Inbox displays results in groups of 25.
- The default order of display is by date of service (DOS) with the most recent reports listed first.
- Active Patient is activated when a report is selected.
- When a report is archived from the Inbox it is only being removed from the Inbox – it is still available in the Patient History function.

Actions Available on the Inbox Page

A. View List of Available Reports
B. View a Report
C. Print a Report
D. Archive Reports
E. Print/Archive Reports
F. Sort Inbox Based on Header Titles
G. Sort Inbox Based on Report Status

A. View List of Available Reports

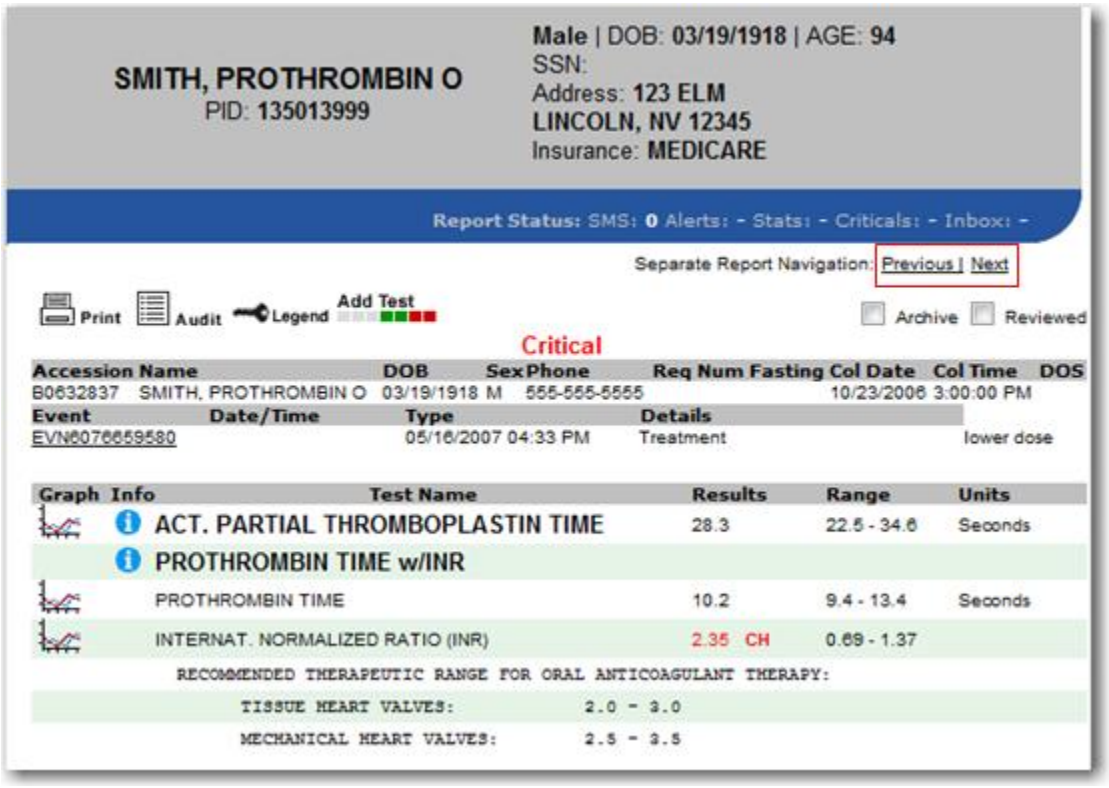

✓ = Status
Inbox (All)
Print Selected
GO
Display All
OK
Records 1 - 25 of 150 Next >>
Display All
Display Finals
Lab
Practice
Accession Numb
Last Name
First Name
DOS
XYZ TESTING LT 1841 10001 LIFEPOINT PATIENT 07/31/2010
✓ 1670 - Potassium, Serum Final
XYZ TEST LT 1832 194 LIFEPOINT PATIENTB 07/16/2010
✓ 8800 - Tissue Pathology In Progress
XYZ TEST LT 1799 1000 LABTEST PATIENT1 L 06/16/2010
✓ 1750 - GLUCOSE, SERUM Final
✓ 5209 - COMPLETE BLOOD COUNT In Progress
XYZ TEST LT 1581 9 LABTEST CHAR 03/30/2010
✓ 4280 - CEA, EIA Final
XYZ QATEST LT 1395 27 test lcain 10/28/2009
✓ 1760 - GLUCOSE, FASTING Final
XYZ TEST LT 588 9 LABTEST CHAR 06/23/2008
✓ 1420 - CHOLESTEROL, TOTAL Cancelled

1. Default view is to 'Display All' incoming reports.
2. To display final reports only, select 'Display Finals' from the dropdown box near the top of the page.

B. View a Report

1. Click on the 'Accession #' hyperlink to view the result report.

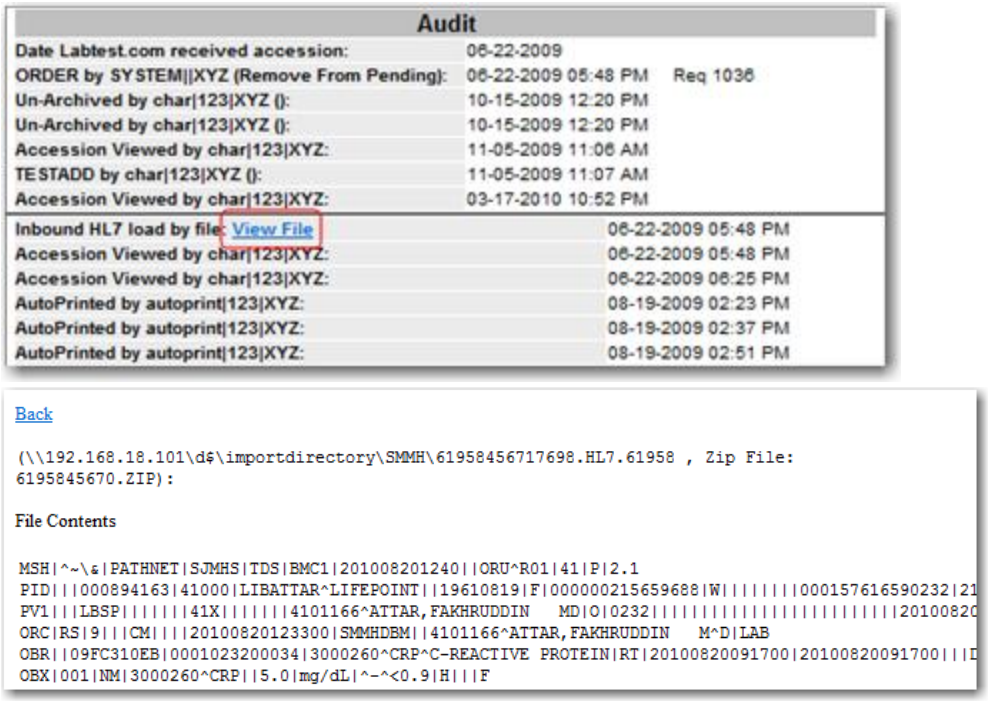
2. The result will then be displayed on the screen. Once the result report is displayed, you can navigate to the next result report by selecting the 'Next' hyperlink in the upper right corner. A 'Previous' hyperlink is displayed when applicable.


SMITH, PROTHROMBIN O
PID: 135013999
Male | DOB: 03/19/1918 | AGE: 94
SSN:
Address: 123 ELM
LINCOLN, NV 12345
Insurance: MEDICARE
Report Status: SMS: 0 Alerts: - Stats: - Criticals: - Inbox: -
Separate Report Navigation: Previous | Next
Print
Audit
Legend
Add Test
Archive
Reviewed
Critical
Accession Name DOB Sex Phone Req Num Fasting Col Date Col Time DOS
B0632837 SMITH, PROTHROMBIN O 03/19/1918 M 555-555-5555 10/23/2006 3:00:00 PM
Event Date/Time Type Details
EVN6076659580 05/16/2007 04:33 PM Treatment lower dose
Graph Info Test Name Results Range Units
ACT. PARTIAL THROMBOPLASTIN TIME 28.3 22.5 - 34.6 Seconds
PROTHROMBIN TIME w/INR
PROTHROMBIN TIME 10.2 9.4 - 13.4 Seconds
INTERNAT. NORMALIZED RATIO (INR) 2.35 CH 0.69 - 1.37
RECOMMENDED THERAPEUTIC RANGE FOR ORAL ANTICOAGULANT THERAPY:
TISSUE HEART VALVES: 2.0 - 3.0
MECHANICAL HEART VALVES: 2.5 - 3.5

3. Actions available when viewing a report:
   a. Print the report by selecting the 'Print' icon at the top of the page.

   b. Display Audit information.
      1) Select the 'Audit' icon.

      2) Information about activities pertaining to the result will be displayed. If the user is an Admin user, a 'View File' hyperlink will display. Select this hyperlink to view the HL7 file that was loaded.



Audit		
Date Labtest.com received accession:	06-22-2009	
ORDER by SYSTEM||XYZ (Remove From Pending):	06-22-2009 05:48 PM	Req 1036
Un-Archived by char|123|XYZ ():	10-15-2009 12:20 PM	
Un-Archived by char|123|XYZ ():	10-15-2009 12:20 PM	
Accession Viewed by char|123|XYZ:	11-05-2009 11:06 AM	
TESTADD by char|123|XYZ ():	11-05-2009 11:07 AM	
Accession Viewed by char|123|XYZ:	03-17-2010 10:52 PM	
Inbound HL7 load by file: View File	06-22-2009 05:48 PM	
Accession Viewed by char|123|XYZ:	06-22-2009 05:48 PM	
Accession Viewed by char|123|XYZ:	06-22-2009 06:25 PM	
AutoPrinted by autoprint|123|XYZ:	08-19-2009 02:23 PM	
AutoPrinted by autoprint|123|XYZ:	08-19-2009 02:37 PM	
AutoPrinted by autoprint|123|XYZ:	08-19-2009 02:51 PM	

Back

(\\192.168.18.101\d$\importdirectory\SMMH\61958456717698.HL7.61958 , Zip File: 6195845670.ZIP):

File Contents

```
MSH|^~\&|PATHNET|SJMHS|TDS|BMC1|201008201240||ORU^R01|41|P|2.1
PID|||000894163|41000|LIBATTAR^LIFEPOINT||19610819|F|000000215659688|W|||||||0001576165902321
PV1|||LBSP|||||||41X|||||||4101166^ATTAR,FAKHRUDDIN   MD|O|0232|||||||||||||||||||||||||20100820
ORC|RS|9|||CM||||20100820123300|SMMHDBM||4101166^ATTAR,FAKHRUDDIN   M^D|LAB
OBR||09FC310EB|0001023200034|3000260^CRP^C-REACTIVE PROTEIN|RT|20100820091700|20100820091700|||D
OBX|001|NM|3000260^CRP||5.0|mg/dL|^-^<0.9|H|||F
```

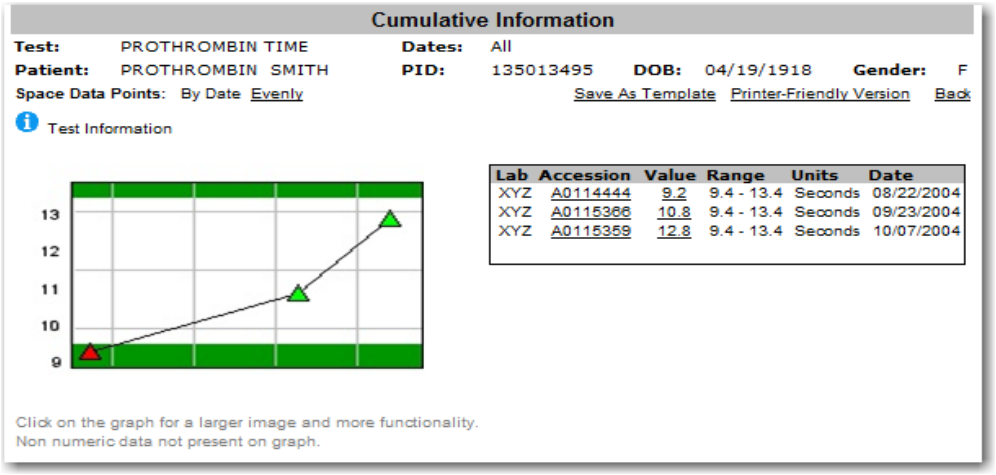
c. View Test Dictionary information

1) Select the Blue 'i' icon to view information about the test.
2) The fields, and information displayed in those fields, are defined in Admin Mode and will be discussed later in the Admin Mode section of this manual.

Test Information	
LabOc	2440
Cpt	82607
TestName	VITAMIN B12
ProfileComponents	none
Temperature	FROZEN
Container	SST TUBE
Department	IMMUNOASSAY
SpecReq	2 mL serum
AdditionalInfo	
Method	RIA
CollectionInstructions	Spin ASAP, protect from light, freeze.
Specimen	Serum
Synonyms	
test remarks	

d. View a single analyte Cumulative graph

1) Select the 'Graph' icon next to the analyte to be graphed.
2) If more than one result for this analyte exists in the database, a cumulative graph of the analyte will display.



3) The functionality of this screen will be discussed later in the Cumulative Reports section of this manual.

e. Mark the result as Reviewed.

1) Select the 'Reviewed' checkbox to mark a result as reviewed.

2) This will mark the accession as reviewed for all users of the practice.

3) Once a result has been marked as reviewed it cannot be unmarked.

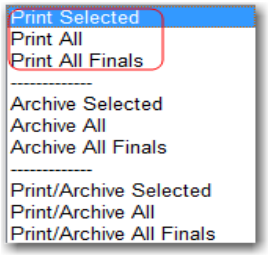
f. Archive the result from the Inbox.

1) Select the 'Archive' checkbox to archive the result from the Inbox.

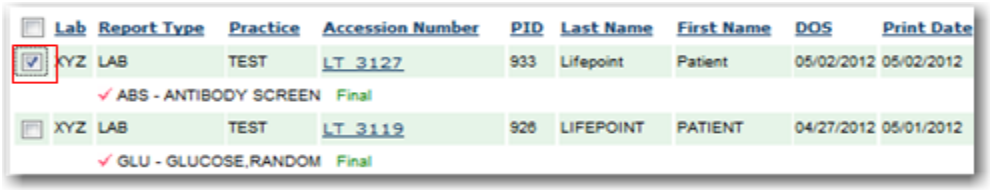
2) This will archive the accession for all users of the practice. The result will still be available in Patient History.

C. Print a Report

1. Select your choice from the dropdown box at the top of the Inbox. Choices are 'Print Selected', 'Print All', 'Print All Finals'.



a. Select reports for 'Print Selected' by selecting the checkbox to the left of the desired reports.

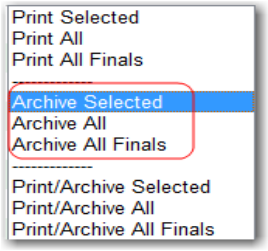


b. Reports can be unselected by clicking on the checked box and the checkmark will be removed.

2. Select the 'Go' button to print the reports.

D. Archive Reports

1. Select your choice from the dropdown box at the top of the Inbox. Choices are 'Archive Selected', 'Archive All', 'Archive All Finals'.



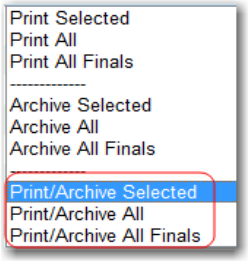
a. Select reports for 'Archive Selected' by selecting the checkbox to the left of the desired reports.

b. Reports can be unselected by clicking on the checked box and the checkmark will be removed.

2. Select the 'Go' button to archive the reports.
3. Reports will be archived for all users of the practice. If the user has access set to view patients/results for multiple locations only the reports in the user's main client mnemonic will be archived. Client mnemonics will be discussed later in the Admin Mode section of this manual.
4. A report can be restored to the Inbox through the User Profile/Un-archive function. This will be discussed later in this manual.

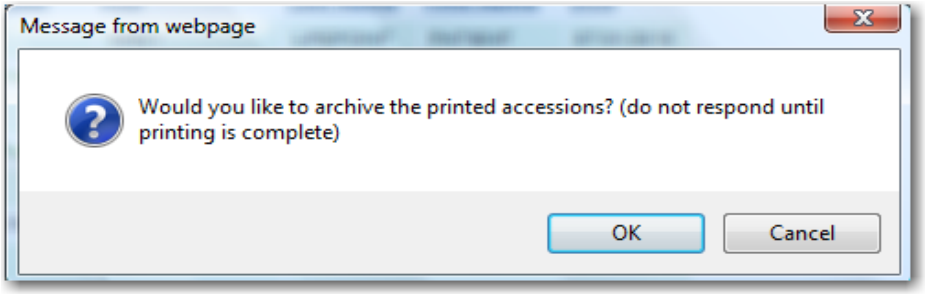
E. Print/Archive Reports

1. Select your choice from the dropdown box at the top of the Inbox. Choices are 'Print/Archive Selected', 'Print/Archive All', 'Print/Archive All Finals'.



a. Select reports for 'Print/Archive Selected' by selecting the checkbox to the left of the desired reports.
b. Reports can be unselected by clicking on the checked box and the checkmark will be removed.

2. Select the 'Go' button to Print and Archive the reports.
3. The following message will display to confirm that you would like the reports archived after they have printed.


Message from webpage
Would you like to archive the printed accessions? (do not respond until printing is complete)
OK
Cancel

4. Select 'OK' after all reports have printed.
5. Reports will be archived for all users of the practice. If the user has access set to view patients/results for multiple locations only the reports in the user's main client mnemonic will be archived. Client mnemonics will be discussed later in the Admin Mode section of this manual.
6. A report can be restored to the Inbox through the User Profile/Un-archive function. This will be discussed later in this manual.

F. Sort Inbox Based On Header Titles

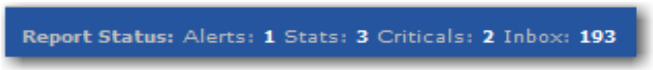
1. The Inbox can be resorted by clicking on the appropriate column heading name. Example: Accession, PID, Last Name, etc.

The Inbox will then be sorted by that criteria in either ascending or descending order (depending on the default sort for that criteria).

2. Selecting the column header again will resort the Inbox by that criteria in the opposite order.

G. Sort Inbox Based On Report Status

1. The Report Statuses are: 'Alerts', 'Stats' and 'Criticals'.



2. The number to the right of the status represents the number of reports with that status. Selecting the number will display the reports in the Inbox with that status.

II. SELECT NEW PATIENT

About the Select New Patient Page

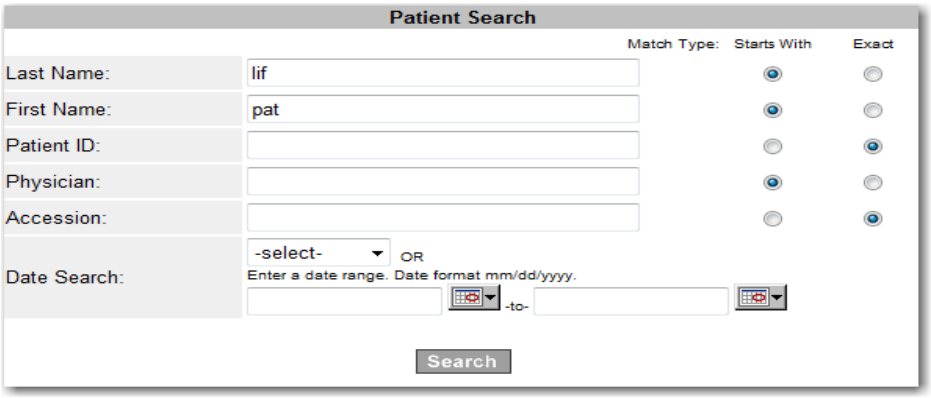
- Multiple selection criteria can be entered.
- If the search returns an exact match that patient will become the active patient and the user will be directed to the Patient History page.
- If the search does not return an exact match, a list of patients that fit the search criteria will be displayed for the user to choose from. When the patient is selected from the list that patient will become the active patient.
- Search criteria are not case sensitive.

Actions Available on the Select New Patient Page

A. Search for a Patient
B. Select Patient

A. Search for a Patient

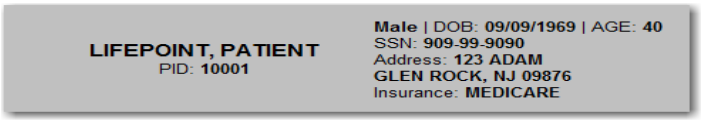
1. Enter the search criteria in the appropriate fields.



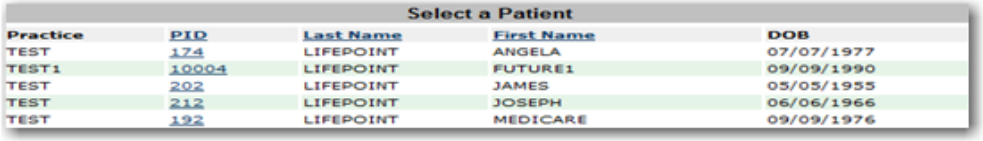
2. Select the 'Search' button.

B. Select Patient

1. If only one patient fits the search criteria, that patient will become the active patient and will be displayed in the Active Patient header.



2. If more than one patient fits the search criteria a list of patients will be displayed.


Select a Patient
Practice PID Last Name First Name DOB
TEST 174 LIFEPOINT ANGELA 07/07/1977
TEST1 10004 LIFEPOINT FUTURE1 09/09/1990
TEST 202 LIFEPOINT JAMES 05/05/1955
TEST 212 LIFEPOINT JOSEPH 06/06/1966
TEST 192 LIFEPOINT MEDICARE 09/09/1976

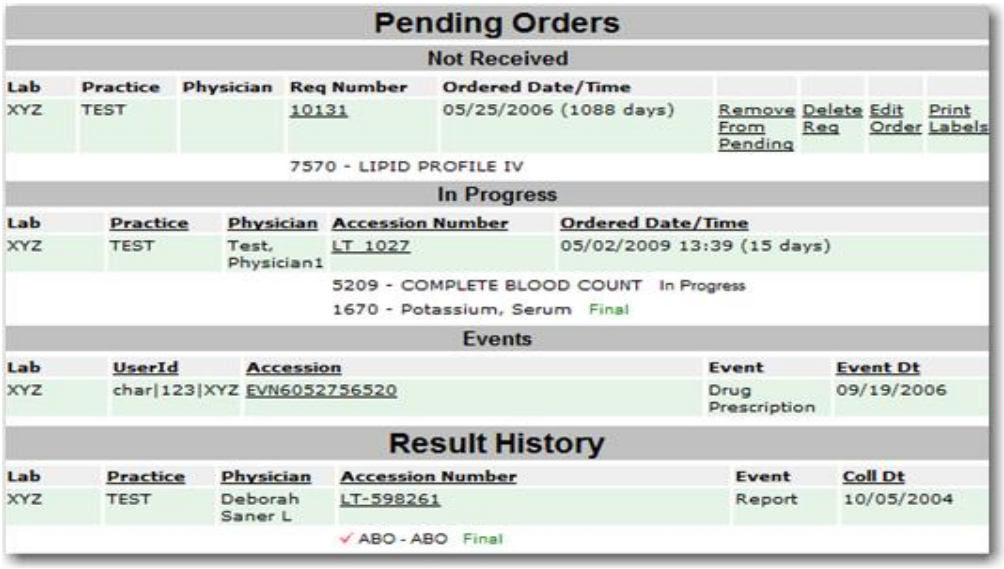
Select the patient by clicking on the 'PID' hyperlink. This patient will then become the Active Patient and will be displayed in the Active Patient header.

III. PATIENT HISTORY

About the Patient History Page

- The Patient History Page contains Pending Orders Not Received, Pending Orders In Progress, Events, and Result History for the active patient.
- Pending Orders that are at the Not Received status can be deleted or edited from this page. This functionality will only be available while the requisition is in the Not Received section of Patient History.
- Requisitions and labels can be reprinted from this page. This functionality will only be available while the requisition is in the Not Received section of Patient History.

Actions Available on the Patient History Page


Pending Orders
Not Received
Lab Practice Physician Req Number Ordered Date/Time
XYZ TEST 10131 05/25/2006 (1088 days) Remove From Pending Delete Req Edit Order Print Labels
7570 - LIPID PROFILE IV
In Progress
Lab Practice Physician Accession Number Ordered Date/Time
XYZ TEST Test, Physician1 LT 1027 05/02/2009 13:39 (15 days)
5209 - COMPLETE BLOOD COUNT In Progress
1670 - Potassium, Serum Final
Events
Lab UserId Accession Event Event Dt
XYZ char|123|XYZ EVN6052756520 Drug Prescription 09/19/2006
Result History
Lab Practice Physician Accession Number Event Coll Dt
XYZ TEST Deborah Saner L LT-598261 Report 10/05/2004
ABO - ABO Final

A. Actions Available in the Not Received Section of Patient History
B. Actions Available in the In Progress Section of Patient History
C. Actions Available in the Events Section of Patient History
D. Actions Available in the Result History Section of Patient History

A. Actions Available in the Not Received Section of Patient History

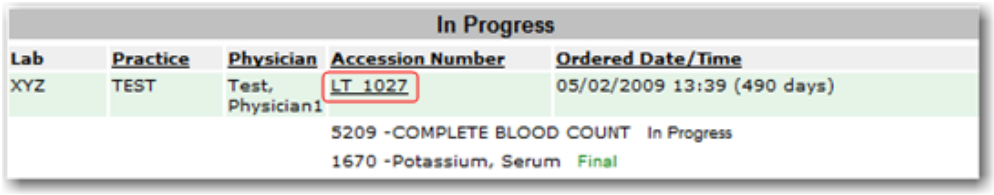
Pending Orders
Not Received
Lab Practice Physician Req Number Ordered Date/Time
XYZ TEST 10131 05/25/2006 (1088 days) Remove From Pending Delete Req Edit Order Print Labels
7570 - LIPID PROFILE IV

1. View or reprint a requisition by selecting the 'Req Number' hyperlink of the requisition.
2. Remove the requisition from pending by selecting the 'Remove From Pending' hyperlink. This will remove the requisition from the Not Received section of Patient History and from

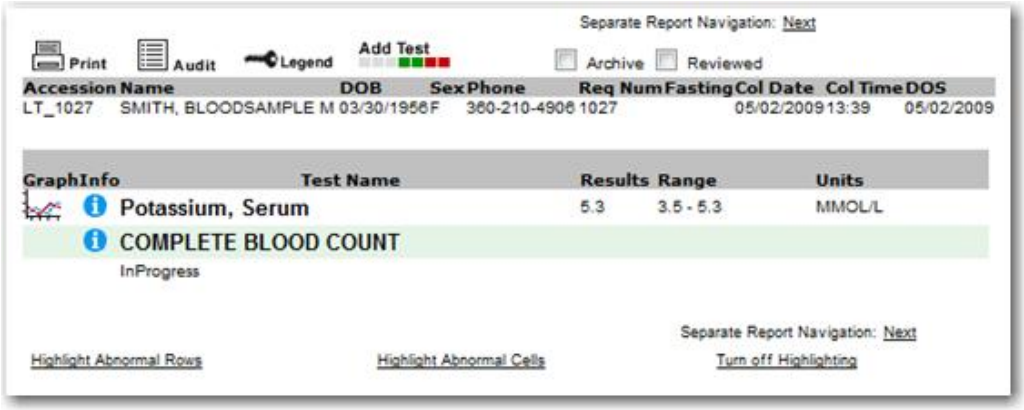
the Pending Orders Report. The requisition will still exist in the memory of the system for duplicate order checking and on the Manifest List.

3. Delete all history of the requisition by selecting the 'Delete Req' hyperlink. This will remove all history of the requisition.
4. Edit the order by selecting the 'Edit Order' hyperlink. This will direct you to the Order Review screen of the order, where the order can be edited and the requisition can be reprinted.
5. Reprint labels by selecting the 'Print Labels' hyperlink.

B. Actions Available in the In Progress Section of Patient History

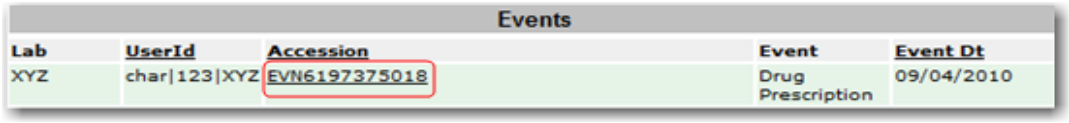


1. View the result by selecting the 'Accession Number' hyperlink. A new page displaying the detail result view of the accession will be displayed.

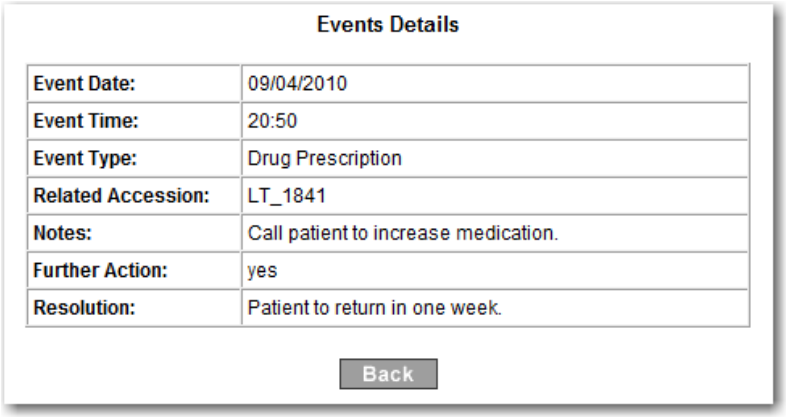


2. The same functionality is available here as when this page is accessed thru the Inbox. See the Inbox section of this manual for details
3. The accession will remain in the In Progress section of Patient History until all results are final.

C. Actions Available in the Events Section of Patient History



1. View the event that was entered for an accession by selecting the 'Accession' hyperlink. This is the accession # of the event, not the accession # of the result that it is associated with. Events are created in the Add Event function, and will be discussed later in this manual.
2. A new page displaying the details of the Event will be displayed.

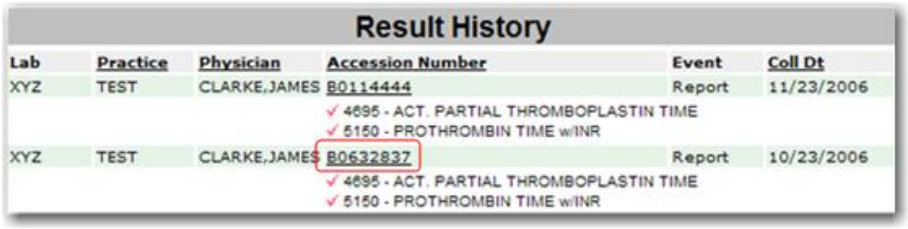


Events Details

Event Date:	09/04/2010
Event Time:	20:50
Event Type:	Drug Prescription
Related Accession:	LT_1841
Notes:	Call patient to increase medication.
Further Action:	yes
Resolution:	Patient to return in one week.

Back

D. Actions Available in the Result History Section of Patient History



Result History

Lab	Practice	Physician	Accession Number	Event	Coll Dt
XYZ	TEST	CLARKE,JAMES	B0114444	Report	11/23/2006
			✓ 4695 - ACT. PARTIAL THROMBOPLASTIN TIME		
			✓ 5150 - PROTHROMBIN TIME w/INR		
XYZ	TEST	CLARKE,JAMES	B0632837	Report	10/23/2006
			✓ 4695 - ACT. PARTIAL THROMBOPLASTIN TIME		
			✓ 5150 - PROTHROMBIN TIME w/INR		

1. View the result by selecting the 'Accession Number' hyperlink. A new page displaying the detail result view of the accession will be displayed.

Separate Report Navigation: Previous | Next

Print Audit Legend Add Test Archive Reviewed

Critical

Accession	Name	DOB	Sex	Phone	Req Num	Fasting	Col Date	Col Time	DOS
B0632837	SMITH, PROTHROMBIN O	03/19/1918	M	555-555-5555			10/23/2006	15:00	

Event	Date/Time	Type	Details
EVN6076659580		05/16/2007 04:33 PM	Treatment

lower dose

GraphInfo	Test Name	Results	Range	Units
	ACT. PARTIAL THROMBOPLASTIN TIME	28.3	22.5 - 34.6	Seconds
	PROTHROMBIN TIME w/INR			
	PROTHROMBIN TIME	10.2	9.4 - 13.4	Seconds
	INTERNAT. NORMALIZED RATIO (INR)	2.35 CH	0.69 - 1.37	

RECOMMENDED THERAPEUTIC RANGE FOR ORAL ANTICOAGULANT THERAPY:
TISSUE HEART VALVES: 2.0 - 3.0
MECHANICAL HEART VALVES: 2.5 - 3.5

Separate Report Navigation: Previous | Next

Highlight Abnormal Rows Highlight Abnormal Cells Turn off Highlighting

2. The same functionality is available as when this page is accessed thru the Inbox. See the Inbox section of this manual for details.

IV. CUMULATIVE REPORTS

About the Cumulative Reports Function

- There are three types of Cumulative Reports: Full Table, Custom Table and Graph.

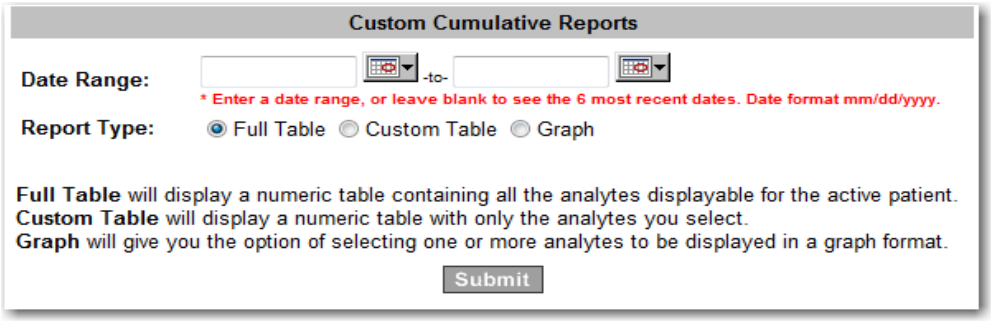
- All results in the database can be displayed in the Table format. Only numeric results can be displayed in the Graph format.
- More than one result must exist for an analyte in order to produce a Cumulative Graph.

Actions Available in the Cumulative Reports Function

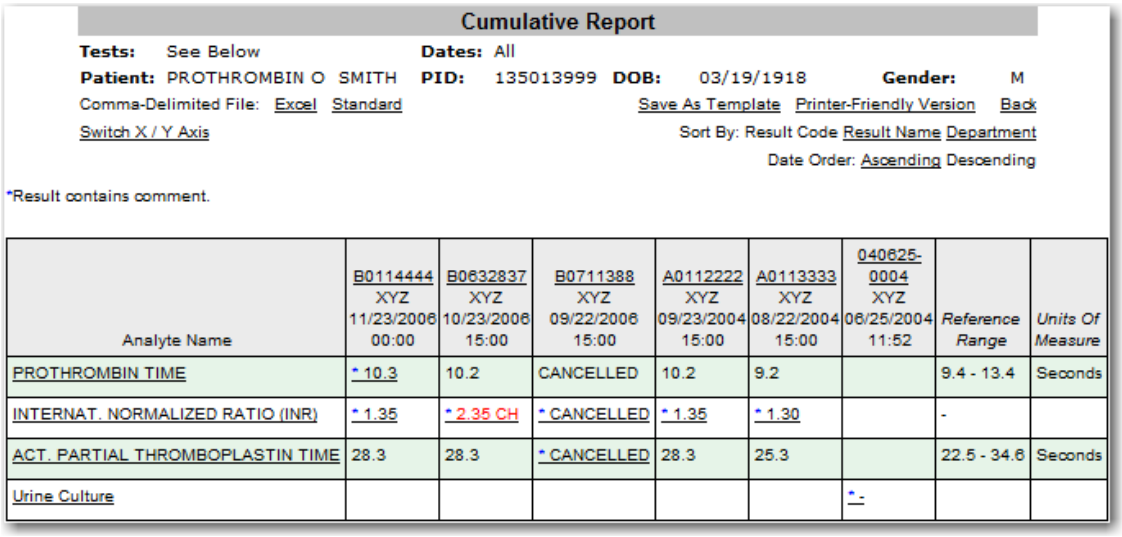
A. Create a Full Table Cumulative Report
B. Create a Custom Table Cumulative Report
C. Create a Graph Cumulative Report

A. Create a Full Table Cumulative Report

1. A Full Table Cumulative Report will display all of the results for the active patient in a table format.
2. Enter a Date Range, or leave blank to display the six most recent dates.

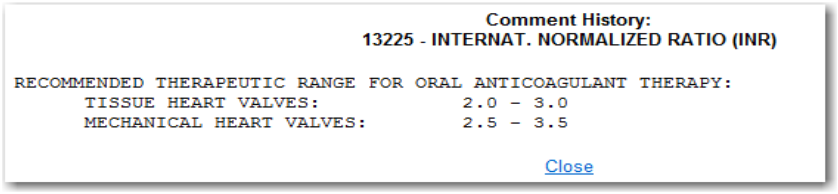

Custom Cumulative Reports
Date Range:
-to-
* Enter a date range, or leave blank to see the 6 most recent dates. Date format mm/dd/yyyy.
Report Type:
Full Table
Custom Table
Graph
Full Table will display a numeric table containing all the analytes displayable for the active patient.
Custom Table will display a numeric table with only the analytes you select.
Graph will give you the option of selecting one or more analytes to be displayed in a graph format.
Submit

3. Select the 'Submit' button. The Full Table Cumulative Report will be displayed.

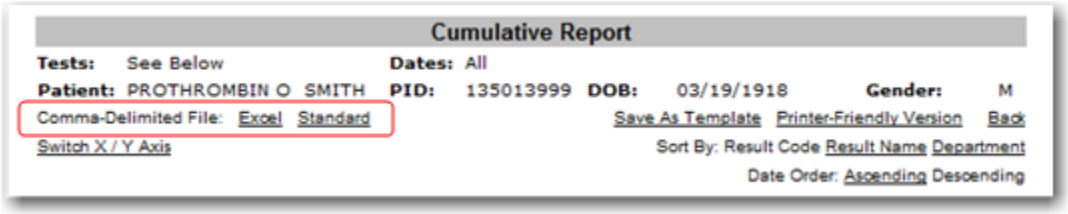


Analyte Name	B0114444 XYZ 11/23/2006 00:00	B0632837 XYZ 10/23/2006 15:00	B0711388 XYZ 09/22/2006 15:00	A0112222 XYZ 09/23/2004 15:00	A0113333 XYZ 08/22/2004 15:00	040625-0004 XYZ 06/25/2004 11:52	*Reference Range*	*Units Of Measure*
PROTHROMBIN TIME	* 10.3	10.2	CANCELLED	10.2	9.2		9.4 - 13.4	Seconds
INTERNAT. NORMALIZED RATIO (INR)	* 1.35	* 2.35 CH	* CANCELLED	* 1.35	* 1.30		-	
ACT. PARTIAL THROMBOPLASTIN TIME	28.3	28.3	* CANCELLED	28.3	25.3		22.5 - 34.6	Seconds
Urine Culture						* -		

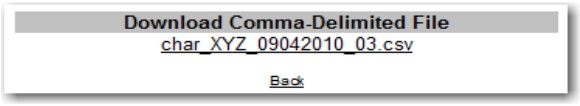
4. The functions available on this page are:
   a. Hover the cursor over a data point to display information about the result.
   b. If the result has a comment attached an asterisk will be displayed next to the result. Click on the 'result' hyperlink to display the comment.


Comment History:
13225 - INTERNAT. NORMALIZED RATIO (INR)
RECOMMENDED THERAPEUTIC RANGE FOR ORAL ANTICOAGULANT THERAPY:
TISSUE HEART VALVES: 2.0 - 3.0
MECHANICAL HEART VALVES: 2.5 - 3.5
Close

c. Create a comma-delimited file.
   1) Select the hyperlink of the type of file to be created, either 'Excel' or 'Standard'.



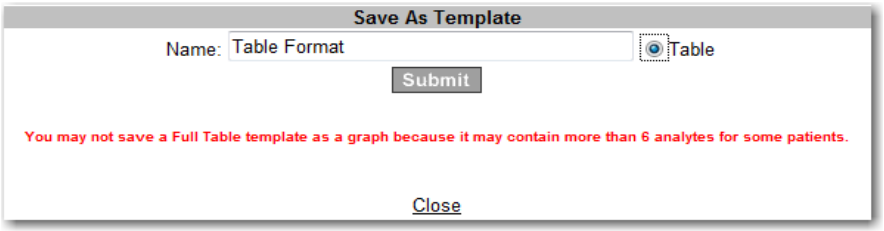
   2) A new page will be displayed.



   3) Select the 'file name' hyperlink.
   4) The file will display on the page and can then be saved or printed.

d. Switch the X/Y axis.

e. Save as a Template. This is much more useful for a Custom Table or Graph format since those formats allow the user to select which analytes are to be included.
   1) Select the 'Save as Template' hyperlink.
   2) A window will open. Type in the name of the Template. You will only be able to save it in a Table format because the graph format is limited to 6 analytes, and some patients will have more than 6 analytes available.


Save As Template
Name: Table Format
Table
Submit
You may not save a Full Table template as a graph because it may contain more than 6 analytes for some patients.
Close

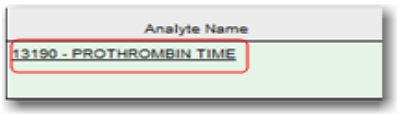
   3) Select the 'Submit' button to save the Template.
   4) This Template will then be available to this user to be used for other patients.

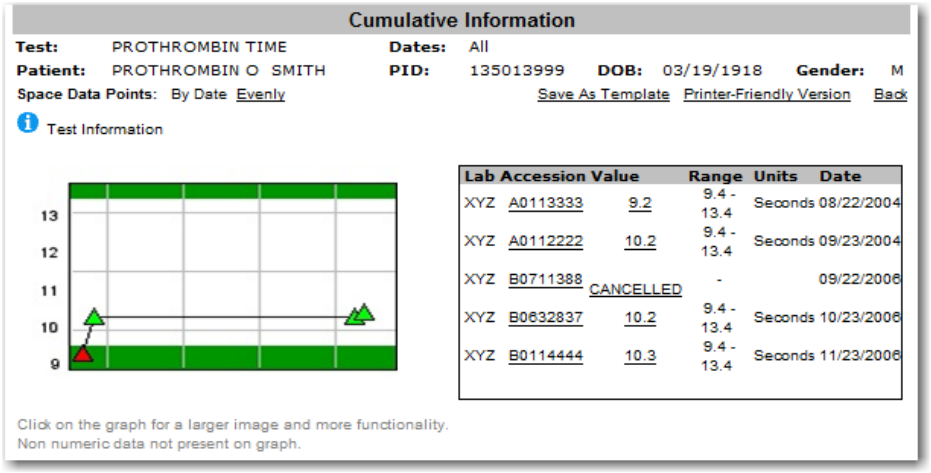
f. View and print a Printer-Friendly version.

g. Sort by Result Code, Result Name or Department. In order to be able to sort by Department, the department of the test must be entered in Admin Mode in the Test Dictionary.

h. Display the results in either ascending or descending order.

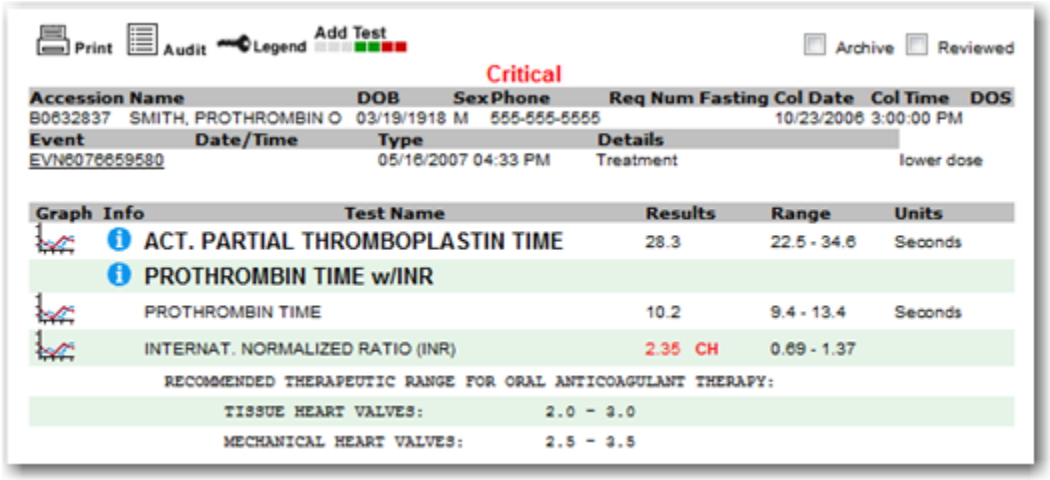
i. Display a cumulative graph view of the analyte by selecting the 'Analyte Name' hyperlink.





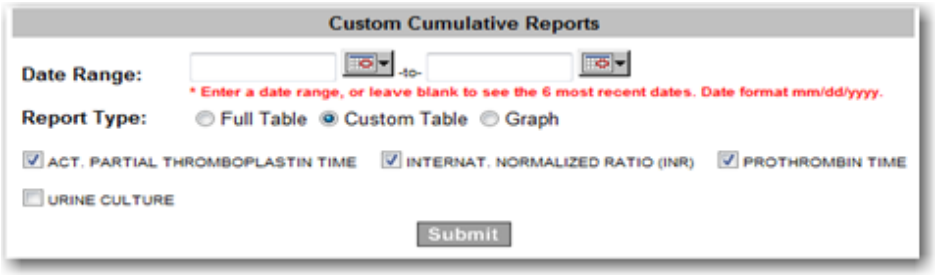
j. View all results for the accession by selecting the 'Accession #' hyperlink.

The detail result view of the accession will be displayed.


Print
Audit
Legend
Add Test
Archive
Reviewed
Critical
Accession Name DOB Sex Phone Req Num Fasting Col Date Col Time DOS
B0632837 SMITH, PROTHROMBIN O 03/19/1918 M 555-555-5555 10/23/2006 3:00:00 PM
Event Date/Time Type Details
EVN6076659580 05/16/2007 04:33 PM Treatment lower dose
Graph Info Test Name Results Range Units
ACT. PARTIAL THROMBOPLASTIN TIME 28.3 22.5 - 34.6 Seconds
PROTHROMBIN TIME w/INR
PROTHROMBIN TIME 10.2 9.4 - 13.4 Seconds
INTERNAT. NORMALIZED RATIO (INR) 2.35 CH 0.69 - 1.37
RECOMMENDED THERAPEUTIC RANGE FOR ORAL ANTICOAGULANT THERAPY:
TISSUE HEART VALVES: 2.0 - 3.0
MECHANICAL HEART VALVES: 2.5 - 3.5

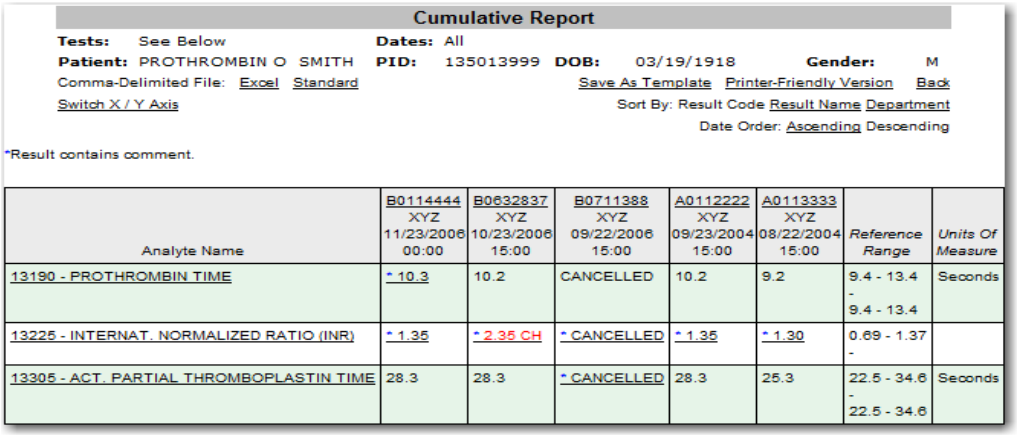
B. Create a Custom Table Cumulative Report

1. A Custom Table Cumulative Report allows the user to select which analytes they would like to be displayed in a table format. When the Custom Table format is selected, a list of the analytes available to be reported will display.


Custom Cumulative Reports
Date Range:
-to-
* Enter a date range, or leave blank to see the 6 most recent dates. Date format mm/dd/yyyy.
Report Type: Full Table Custom Table Graph
ACT. PARTIAL THROMBOPLASTIN TIME
INTERNAT. NORMALIZED RATIO (INR)
PROTHROMBIN TIME
URINE CULTURE
Submit

2. Enter a date range, or leave blank to display the six most recent dates.

3. Select the analytes to be included on the report.
4. Select the 'Submit' button. The Custom Table Cumulative Report will be displayed.



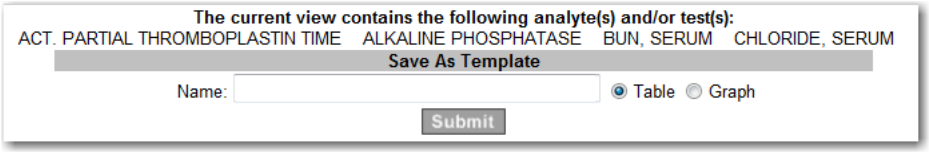
Cumulative Report

Tests: See Below **Dates:** All
Patient: PROTHROMBIN O SMITH **PID:** 135013999 **DOB:** 03/19/1918 **Gender:** M
Comma-Delimited File: Excel Standard Save As Template Printer-Friendly Version Back
Switch X / Y Axis Sort By: Result Code Result Name Department
Date Order: Ascending Descending

*Result contains comment.

Analyte Name	B0114444 XYZ 11/23/2006 00:00	B0632837 XYZ 10/23/2006 15:00	B0711388 XYZ 09/22/2006 15:00	A0112222 XYZ 09/23/2004 15:00	A0113333 XYZ 08/22/2004 15:00	*Reference Range*	*Units Of Measure*
13190 - PROTHROMBIN TIME	* 10.3	10.2	CANCELLED	10.2	9.2	9.4 - 13.4 - 9.4 - 13.4	Seconds
13225 - INTERNAT. NORMALIZED RATIO (INR)	* 1.35	* 2.35 CH	* CANCELLED	* 1.35	* 1.30	0.69 - 1.37 -	
13305 - ACT. PARTIAL THROMBOPLASTIN TIME	28.3	28.3	* CANCELLED	28.3	25.3	22.5 - 34.6 - 22.5 - 34.6	Seconds

5. All of the functionality previously described for the Full Table format is also available in the Custom Table format. If less than 7 analytes are selected to be saved as a Template, you will be given the option to save in either a 'Table' or 'Graph' format.



The current view contains the following analyte(s) and/or test(s):
ACT. PARTIAL THROMBOPLASTIN TIME ALKALINE PHOSPHATASE BUN, SERUM CHLORIDE, SERUM

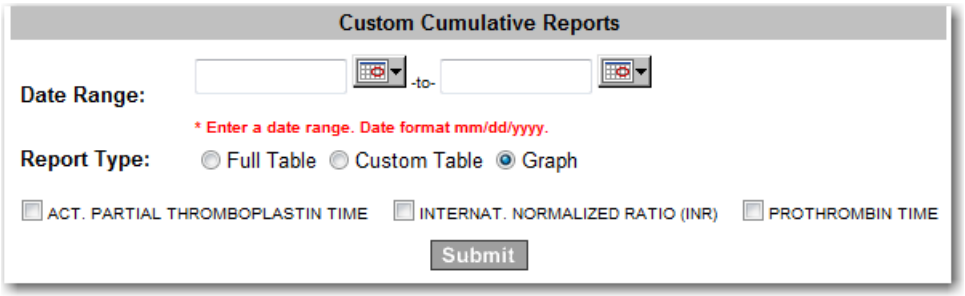
Save As Template

Name: Table Graph

Submit

C. Create a Graph Cumulative Report

1. A Graph Cumulative Report allows the option of selecting up to six analytes to be displayed in a graph format. When the Graph format is selected, a list of the analytes that are available to be graphed will display.



Custom Cumulative Reports

Date Range: -to-

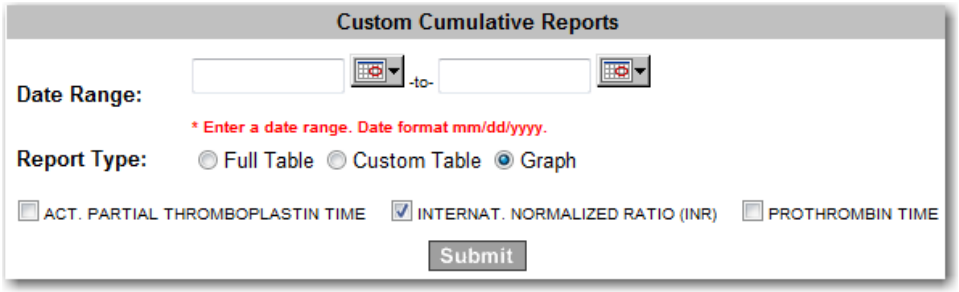
* Enter a date range. Date format mm/dd/yyyy.

Report Type: Full Table Custom Table Graph

ACT. PARTIAL THROMBOPLASTIN TIME INTERNAT. NORMALIZED RATIO (INR) PROTHROMBIN TIME

Submit

2. If only one analyte is selected a Single Analyte Graph will display. This is the same graph that displays when the Graph icon is selected on the detail result view page.
   a. Select the analyte to be graphed and select the 'Submit' button.



Custom Cumulative Reports

Date Range: -to-

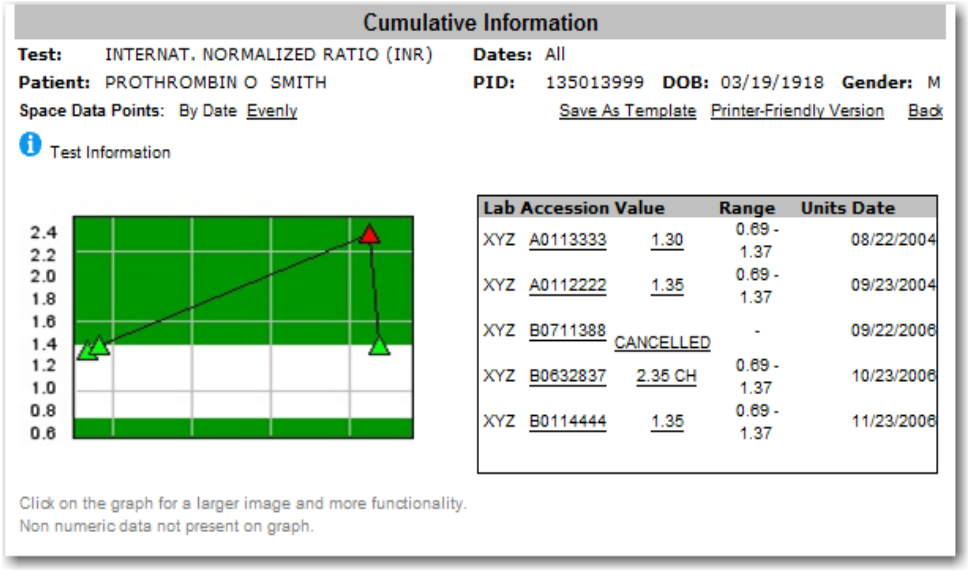
* Enter a date range. Date format mm/dd/yyyy.

Report Type: Full Table Custom Table Graph

ACT. PARTIAL THROMBOPLASTIN TIME INTERNAT. NORMALIZED RATIO (INR) PROTHROMBIN TIME

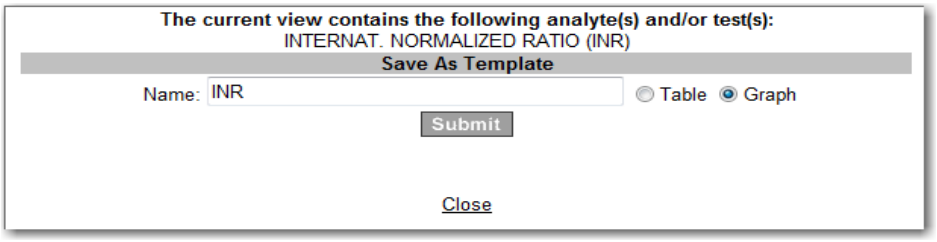
Submit

b. The Single Analyte Cumulative Graph will display.

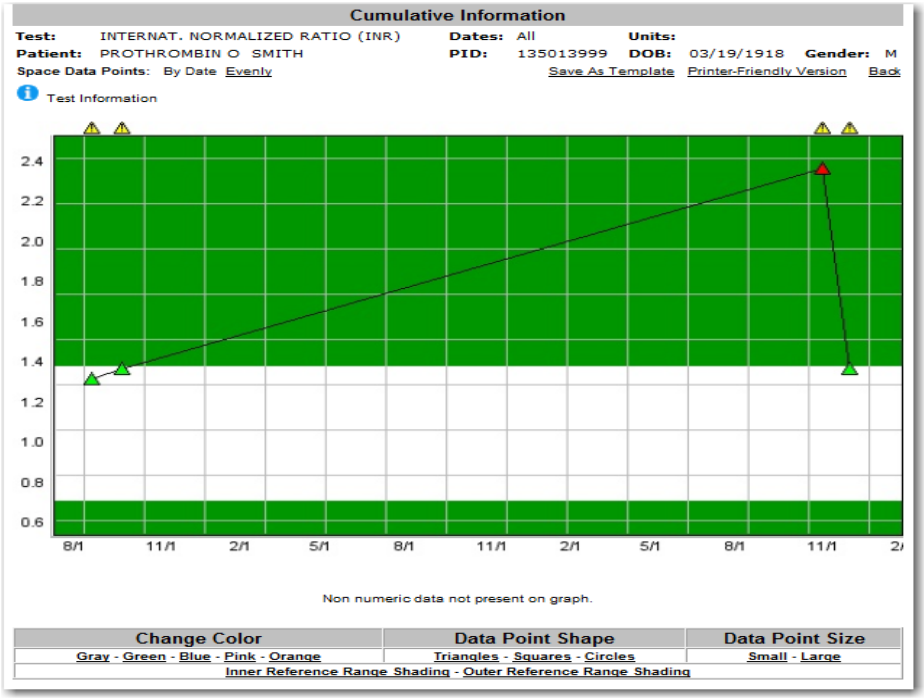


c. The functions available on this page are:

1) Select the Blue Information to display information about the analyte.
2) The data points can be viewed spaced by 'Date' or 'Evenly' spaced across the graph.
3) Save as Template.
   a) Select the 'Save as Template' hyperlink.
   b) A window will open. Type in the name of the Template and indicate whether to save it in a 'Table' or 'Graph' format.

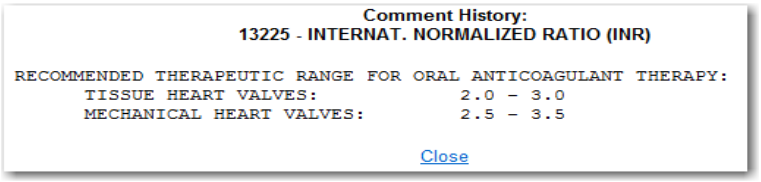


   c) Select the 'Submit' button to save the Template.
   d) This Template will then be available to this user to be used for other patients.
4) View and print a Printer Friendly version.
5) Select the 'Accession' or 'Result Value' hyperlink to display the detail result view of the accession.
6) Click on the graph to display a larger image of the graph with additional functionality.



a) Results with a comment attached will be noted with a yellow triangle.

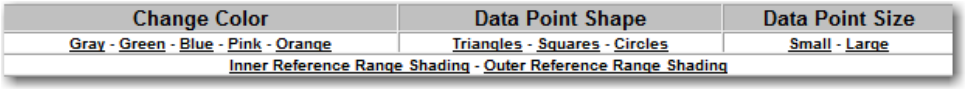
Select the yellow triangle to display the comment.


Comment History:
13225 - INTERNAT. NORMALIZED RATIO (INR)
RECOMMENDED THERAPEUTIC RANGE FOR ORAL ANTICOAGULANT THERAPY:
TISSUE HEART VALVES: 2.0 - 3.0
MECHANICAL HEART VALVES: 2.5 - 3.5
Close

b) Hover over the data point to display the result.

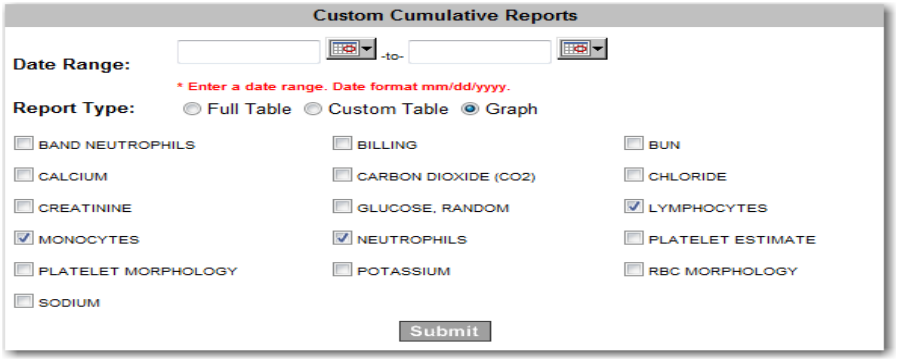
c) Select the data point to view the detail result view screen of the accession.

d) The bottom section of the screen allows you to change how the screen displays.

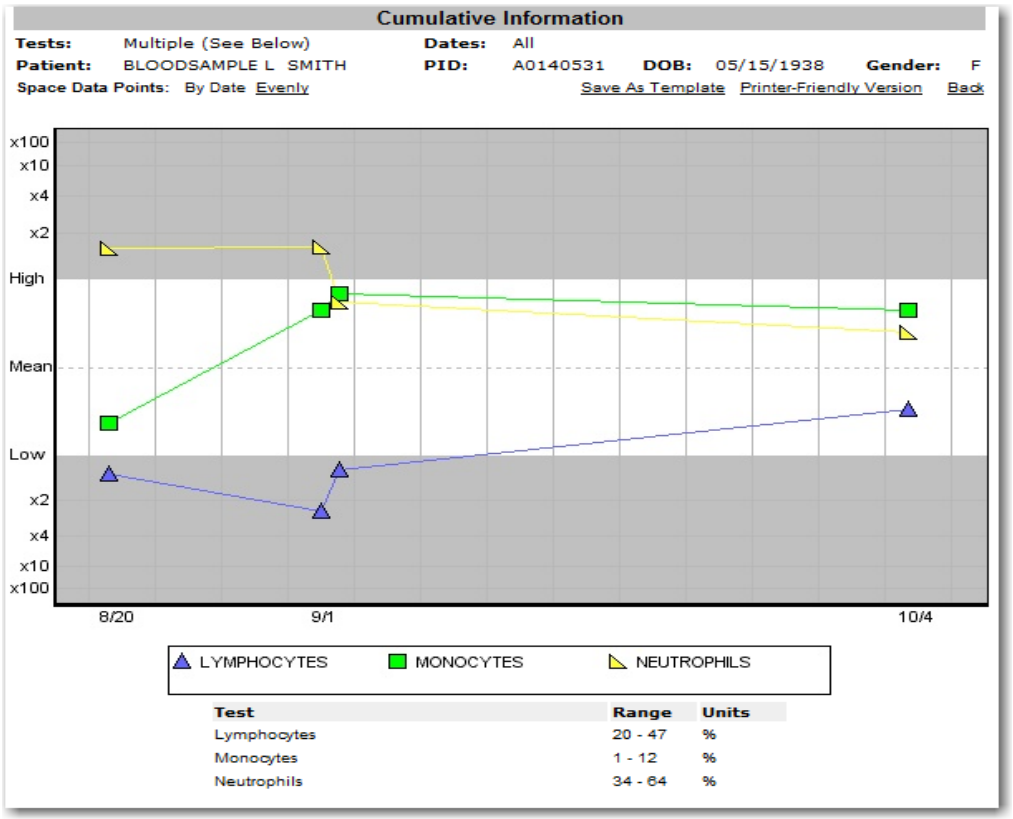

Change Color
Data Point Shape
Data Point Size
Gray - Green - Blue - Pink - Orange
Triangles - Squares - Circles
Small - Large
Inner Reference Range Shading - Outer Reference Range Shading

3. If multiple analytes are selected a Multiple Analyte Graph will display.

a. Select the analytes to be graphed and select the 'Submit' button.

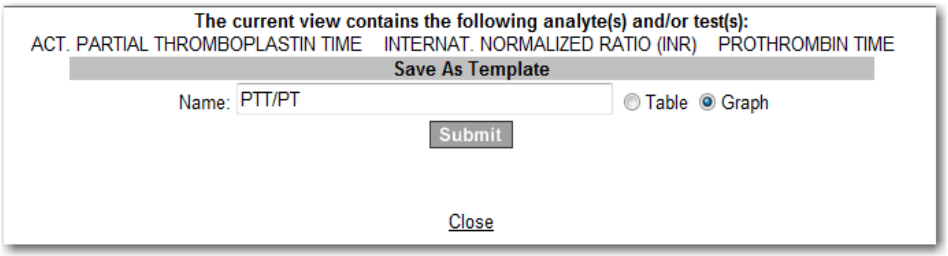


b. The Multiple Analyte Cumulative Graph will display.



c. The functions available on this page are:

1) View the data points spaced by 'Date' or 'Evenly' spaced across the graph.
2) Save as Template.
   a) Select the 'Save as Template' hyperlink.
   b) A window will open. Type in the name of the Template and indicate whether to save it in a 'Table' or 'Graph' format.



   c) Select the 'Submit' button to save the Template.
   d) This Template will then be available for this user to use for other patients.
3) View and print a Printer-Friendly version.
4) Hover over a data point to display the result.
5) Select a data point to display the detail result view of the accession.

V. ADD EVENT

About the Add Event Function

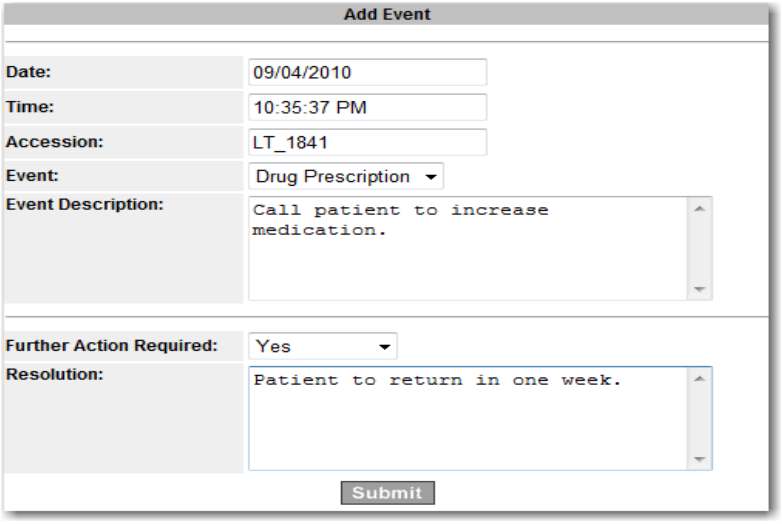
- A comment pertaining to a patient's visit or result can be added to an accession using the Add Event function.
- The Event will be listed in the Events section of Patient History and will be visible in the detail result view of the accession. It will not print on the result report.

Actions Available in the Add Event Function

A. Add an Event
B. View an Event

A. Add an Event

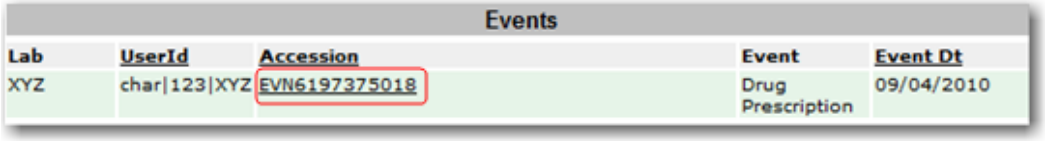
1. Select the patient and accession to add the Event.
2. Select the Add Event function.



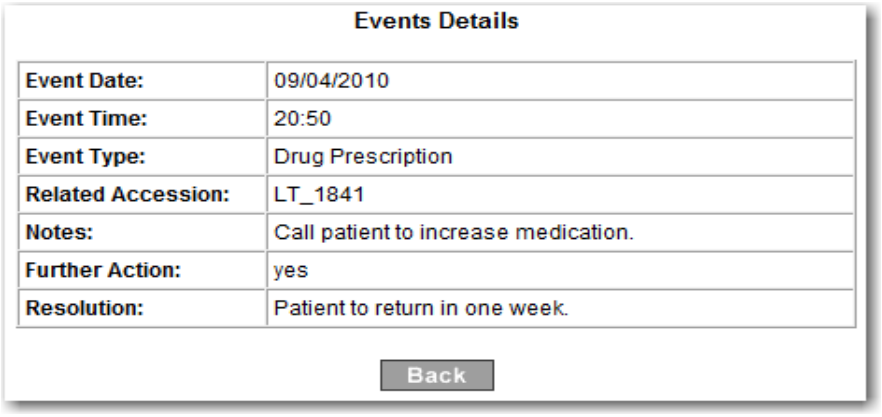
3. Select the type of Event from the dropdown box provided. Choices are: 'Drug Prescription', 'General Note' or 'Treatment'.
4. Enter the Event Description.
5. Select from the Further Action Required dropdown box. Choices are: 'Yes', 'No' or 'Referred to'.
6. Enter the Resolution.
7. Select the 'Submit' button to save your entries.

B. View an Event

1. Events can be viewed in the Events section of Patient History.



Select the 'Event Accession' hyperlink to view the details of the event. This is the accession # of the event, not the accession # of the result that it is associated with.

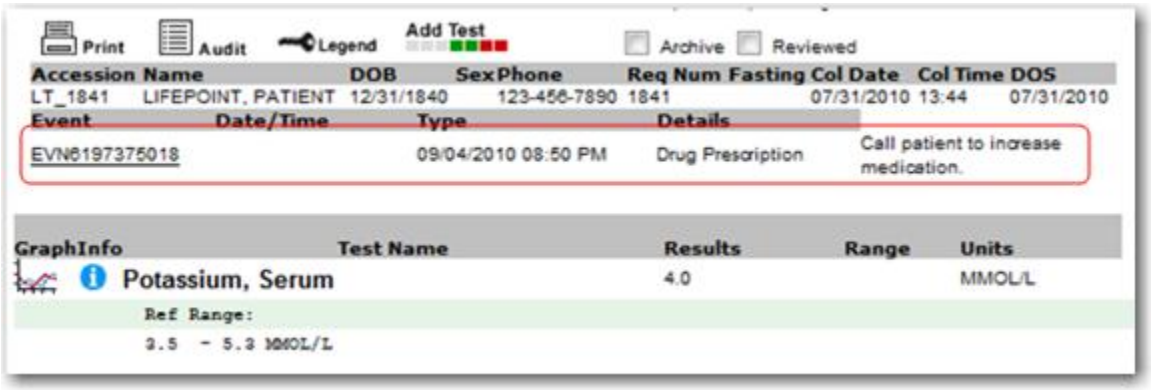


Events Details

Event Date:	09/04/2010
Event Time:	20:50
Event Type:	Drug Prescription
Related Accession:	LT_1841
Notes:	Call patient to increase medication.
Further Action:	yes
Resolution:	Patient to return in one week.

Back

2. Events can also be viewed in the detail result view of the accession.



Print Audit Legend Add Test Archive Reviewed

Accession	Name	DOB	Sex	Phone	Req Num	Fasting	Col Date	Col Time	DOS
LT_1841	LIFEPOINT, PATIENT	12/31/1840		123-456-7890	1841		07/31/2010	13:44	07/31/2010

Event	Date/Time	Type	Details
EVN6197375018		09/04/2010 08:50 PM	Drug Prescription

Call patient to increase medication.

GraphInfo	Test Name	Results	Range	Units
	Potassium, Serum	4.0		MMOL/L
	Ref Range:			
	3.5 - 5.3 MMOL/L			

Select the 'Event Accession' hyperlink to view the details of the event.

Chapter 3 | PATIENT MANAGEMENT

I. ADD PATIENT

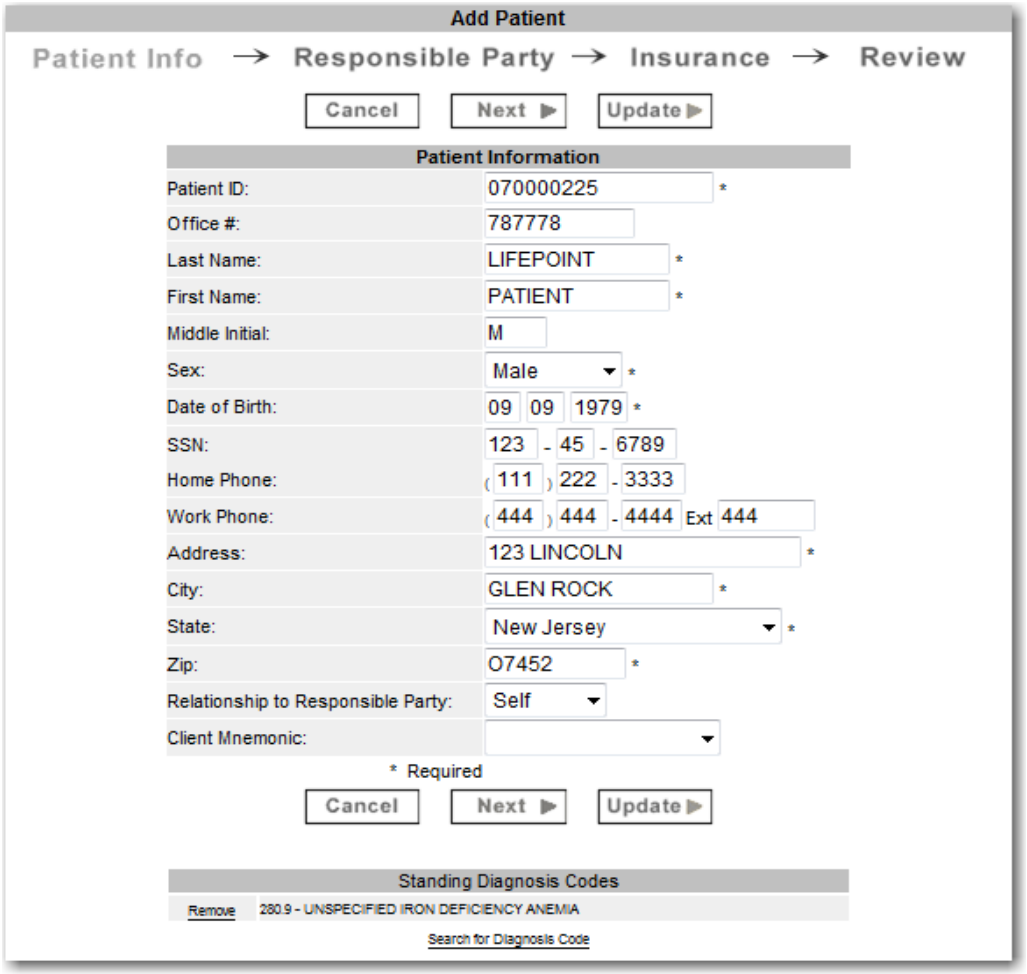
About the Add Patient Function

- An "*" displayed next to a field indicates that field is a required field.
- The 'Update' button must be selected before leaving the Add Patient function or the patient will not be created.

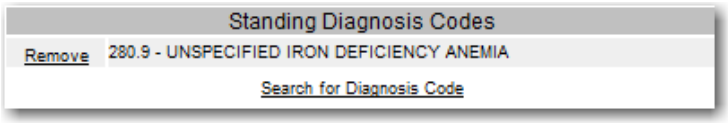
Actions Available in the Add Patient Function

A. Enter Patient Information
B. Enter Responsible Party Information
C. Enter Insurance Information
D. Review Information

A. Enter Patient Information



1. On the Patient Information screen enter a Patient ID or select Generate PID. If you select the 'Generate PID' hyperlink, the Patient ID will automatically be populated with a unique Patient ID. The format of these automatically generated PID's can be set in Admin Mode.
2. Enter the patient information. An asterisk next to a field signifies it is a required field.
3. Office # is an optional field that can be added.
4. If the client account has 'Default Address' information entered on the Demographics tab in Admin Mode that information will be defaulted in for the patient.
5. Client Mnemonic is an optional field. It will be pre-populated with the mnemonic(s) the user has access to. The patient will be added to the mnemonic that is selected.
6. If a Standing Diagnosis Code is entered, it will be automatically attached to any orders placed on this patient. When it is no longer applicable it can be removed by clicking on the 'Remove' hyperlink.



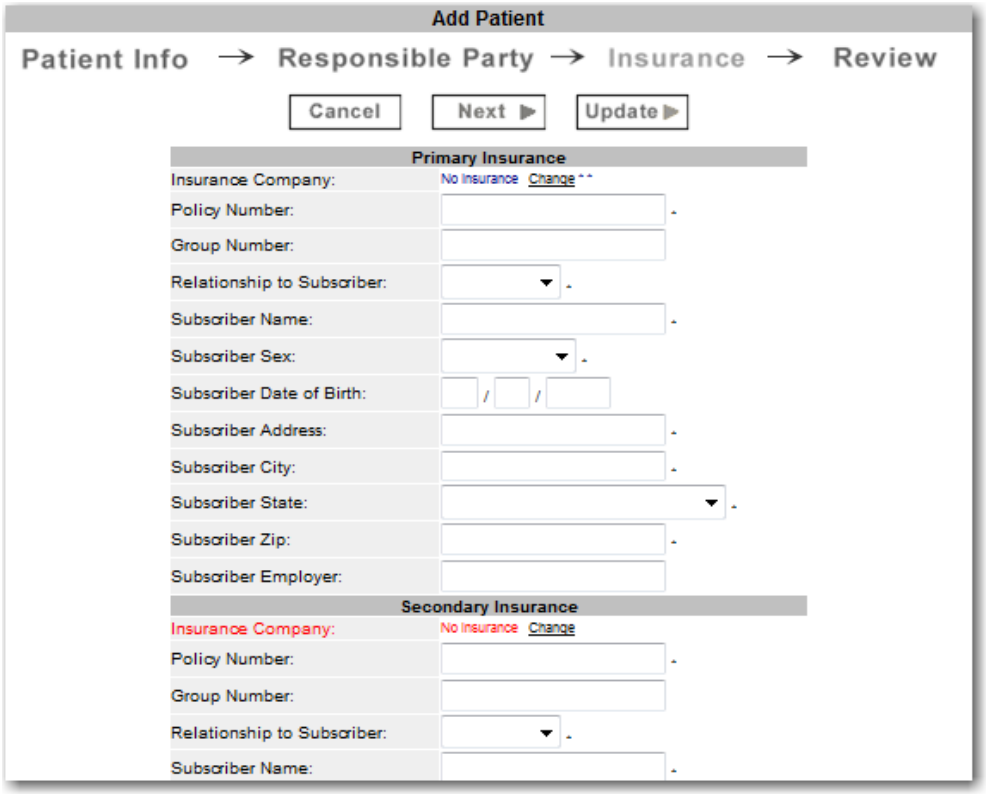
7. When you are finished filling in the Patient Info page you can:
   a. Click the 'Next' button or the 'Responsible Party' link to go to the Responsible Party screen.
   b. Click the 'Insurance' or 'Review' link to go directly to the Insurance or Review screen.
   c. Click the 'Update' button to create the patient and go directly to the Order Tests screen.
   d. Click the 'Cancel' button to cancel the entry of patient information.

B. Enter Responsible Party Information

1. Fill in appropriate Responsible Party information.
2. If the relationship selected was 'Self' the information will be defaulted in from the Patient Information screen and will not be editable.
3. When you are finished filling in the Responsible Party page you can:
   a. Click the 'Next' button or the 'Insurance' link to go to the Insurance screen.
   b. Click the 'Review' link to go directly to the Review screen.

c. Click the 'Update' button to create the patient and go directly to the Order Tests screen.
d. Click the 'Cancel' button to cancel the entry of patient information.

C. Enter Insurance Information



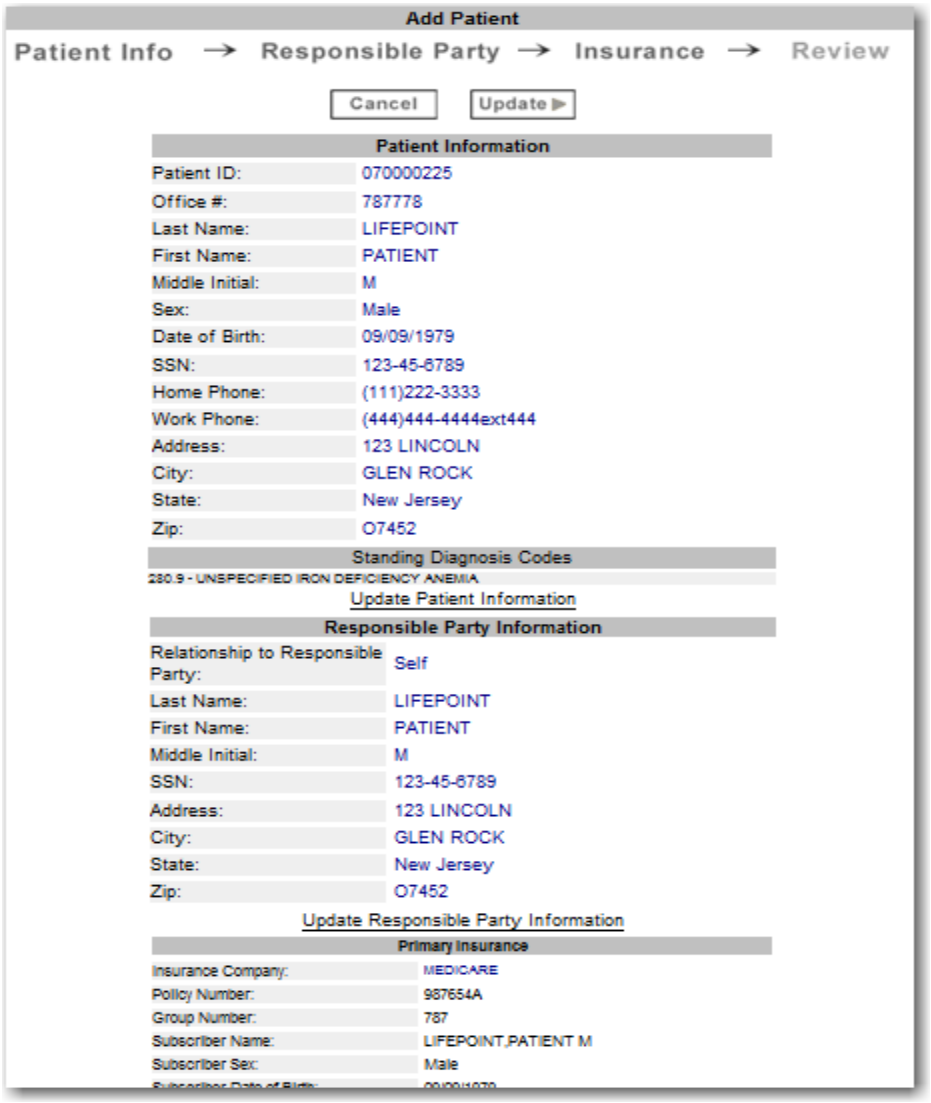
1. Under the Primary Insurance header, select the 'Change' hyperlink to add an insurance to the patient. A page of commonly selected insurances will be displayed. Insurances can be added or removed from this list in the Admin Mode function.

Add Patient
Patient Info → Responsible Party → Insurance → Review
Select Patient Insurance
AETNA
151 FARMINGTON AVE , HARTFORD, CT 06156
CARE PLUS
ALBERT WOHLERS 1440 N NORTHWEST HGWY , PARK RIDGE, IL 60068
DISTRICT COUNCIL OF CARPENTER
395 HUDSON ST NEW YORK, NY 10014, ,
EASTERN BENEFIT SYSTEM INC
200 FREEWAY DRIVE EAST EAST ORANGE, NJ 07018, ,
GOLDEN RULE INSURANCE CO.
7440 WOODLAND DRIVE INDIANAPOLIS, IN 46278-1719, ,
HEALTH & WELFARE TRUST MULTIPLAN
723 JAMES ST , SYRACUSE, NY 13203
GEHA PPO USA
P.O. BOX 4665 , INDEPENDENCE, MO 64051
MEDICARE/UNITED HEALTHCARE
PO BOX 22033 , ALBANY, NY 12201
Search for an Insurance Name.
Contains
Search ▶

a. If the insurance you are looking for is not in the common list you will need to do a search to find it.
b. If the insurance does not exist in the database please notify your Lifepoint Administrator and they can add it to the database.

2. Once the insurance is selected you will be returned to the Insurance page. Enter the Insurance Information.
   a. If the Relationship to Subscriber is 'Self' the pertinent information will be pulled from the Patient Info screen.
   b. If there is an asterisk after a field it denotes it as a required field.
3. Follow the same procedure to select secondary or tertiary Insurance if applicable.
4. When you are finished filling out the Insurance Info page you can:
   a. Click the 'Next' button or the 'Review' link to go to the Review screen.
   b. Click the 'Update' button to create the patient and go directly to the Order Tests screen.
   c. Click the 'Cancel' button to cancel the entry of patient information.

D. Review Information



1. Review the patient information that has been entered. If any information needs to be updated select the appropriate link to return to that screen.
2. Once the patient information is verified select the 'Update' button to create the patient. You will then be taken to the Order Test screen.

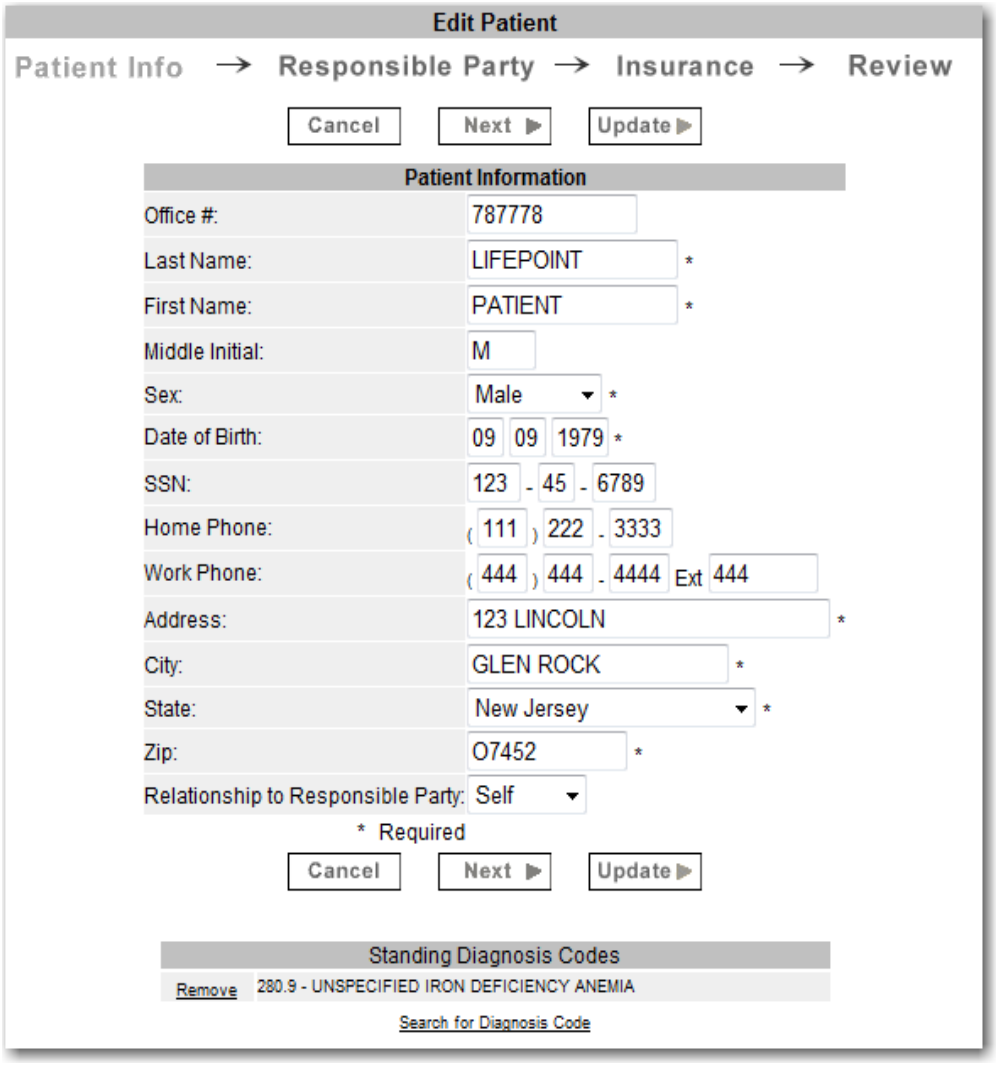
II. EDIT PATIENT

About the Edit Patient Function

- The Edit Patient function allows the user you to edit Patient, Responsible Party, or Insurance Information.
- The Edit Patient screens function the same as the Add Patient screens.

Actions Available in the Edit Patient Function

A. Edit Patient Information
B. Edit Responsible Party Information
C. Edit Insurance Information
D. Review Information


Edit Patient
Patient Info → Responsible Party → Insurance → Review
Cancel
Next ▶
Update ▶
Patient Information
Office #: 787778
Last Name: LIFEPOINT *
First Name: PATIENT *
Middle Initial: M
Sex: Male *
Date of Birth: 09 09 1979 *
SSN: 123 - 45 - 6789
Home Phone: (111) 222 - 3333
Work Phone: (444) 444 - 4444 Ext 444
Address: 123 LINCOLN *
City: GLEN ROCK *
State: New Jersey *
Zip: 07452 *
Relationship to Responsible Party: Self
* Required
Cancel
Next ▶
Update ▶
Standing Diagnosis Codes
Remove 280.9 - UNSPECIFIED IRON DEFICIENCY ANEMIA
Search for Diagnosis Code

These screens function the same as the Add Patient screens previously discussed.

III. MERGE PATIENT

About the Merge Patient Function

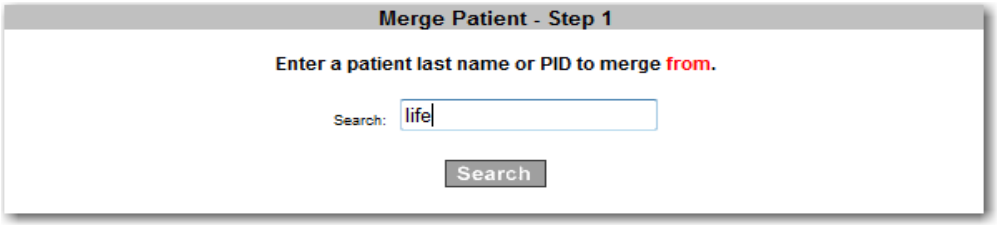
- The Merge Patient function allows the user to merge patients, or to merge accessions from one patient to another patient.
- The default setting is that if a user has access to multiple accounts they will not be allowed to merge patients. This is a safeguard to prevent patients from being merged across practices. There is an option that can be enabled, that will allow a user that has access to multiple practices to merge patients. They will be given a warning that they are about to merge patients across practices, and will be allowed to complete the merge.
- Once a merge has been completed it cannot be undone. The patient will need to be re-created and any accessions will need to be merged back to the new patient.

Actions Available in the Merge Patient Function

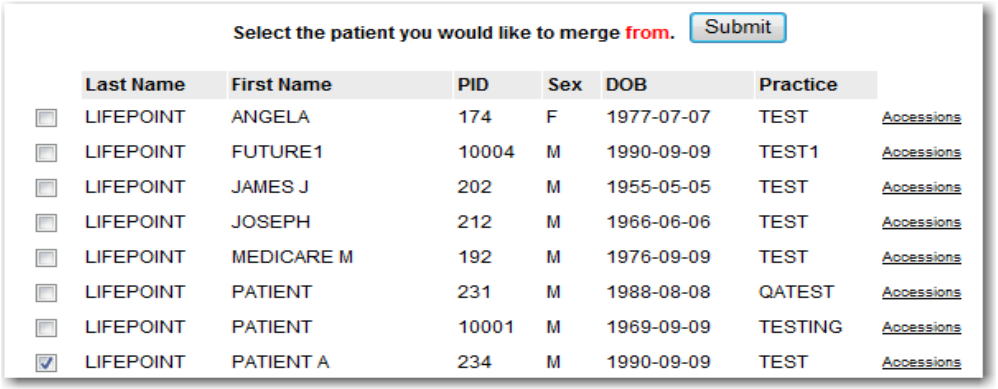
A. Merge Patients
B. Merge Accessions

A. Merge Patients

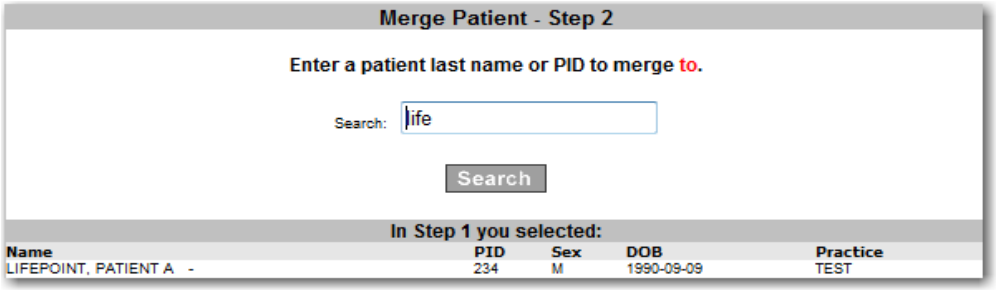
1. Search for a patient by last name or PID to merge'from'.



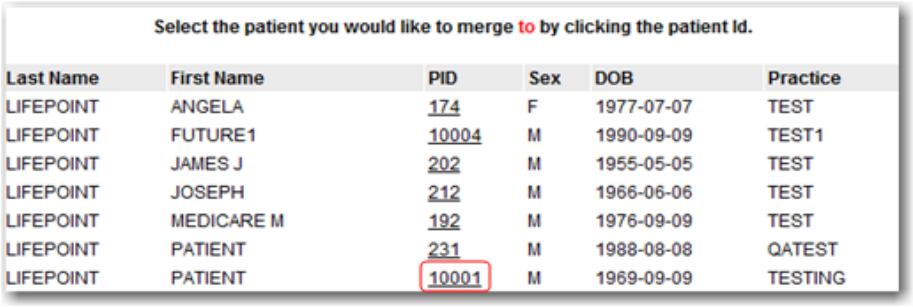
2. Select the patient(s) from the list and select 'Submit'.


Select the patient you would like to merge from.
Submit
Last Name
First Name
PID
Sex
DOB
Practice
LIFEPOINT ANGELA 174 F 1977-07-07 TEST Accessions
LIFEPOINT FUTURE1 10004 M 1990-09-09 TEST1 Accessions
LIFEPOINT JAMES J 202 M 1955-05-05 TEST Accessions
LIFEPOINT JOSEPH 212 M 1966-06-06 TEST Accessions
LIFEPOINT MEDICARE M 192 M 1976-09-09 TEST Accessions
LIFEPOINT PATIENT 231 M 1988-08-08 QATEST Accessions
LIFEPOINT PATIENT 10001 M 1969-09-09 TESTING Accessions
LIFEPOINT PATIENT A 234 M 1990-09-09 TEST Accessions

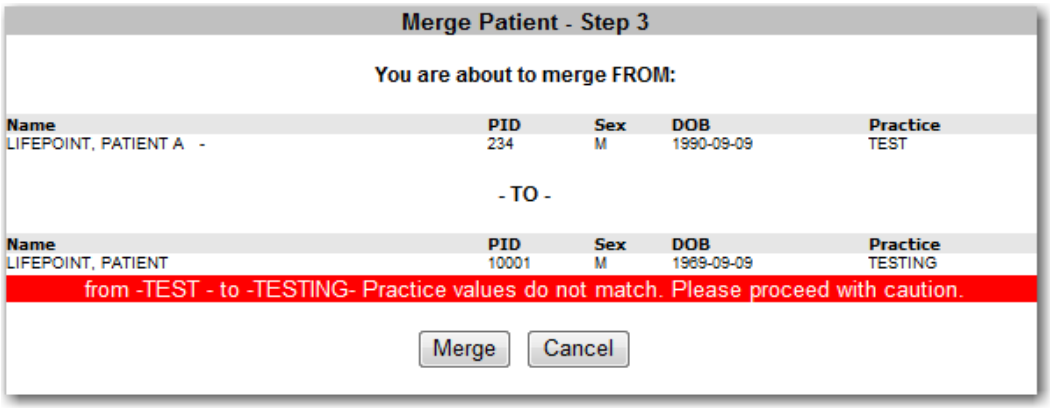
3. Search for a patient by last name or PID to merge 'to'.



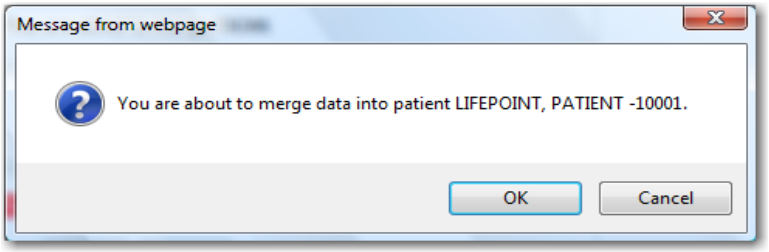
4. Select the patient from the list by clicking on the 'PID' hyperlink and click 'Submit'.


Select the patient you would like to merge to by clicking the patient Id.
Last Name First Name PID Sex DOB Practice
LIFEPOINT ANGELA 174 F 1977-07-07 TEST
LIFEPOINT FUTURE1 10004 M 1990-09-09 TEST1
LIFEPOINT JAMES J 202 M 1955-05-05 TEST
LIFEPOINT JOSEPH 212 M 1966-06-06 TEST
LIFEPOINT MEDICARE M 192 M 1976-09-09 TEST
LIFEPOINT PATIENT 231 M 1988-08-08 QATEST
LIFEPOINT PATIENT 10001 M 1969-09-09 TESTING

5. If the option to allow merging as a multi-access user has been turned on for your site, and the patients chosen are from different practices, a warning message will be displayed. The message will note the name of the practices.


Merge Patient - Step 3
You are about to merge FROM:
Name PID Sex DOB Practice
LIFEPOINT, PATIENT A - 234 M 1990-09-09 TEST
- TO -
Name PID Sex DOB Practice
LIFEPOINT, PATIENT 10001 M 1969-09-09 TESTING
from -TEST - to -TESTING- Practice values do not match. Please proceed with caution.
Merge
Cancel

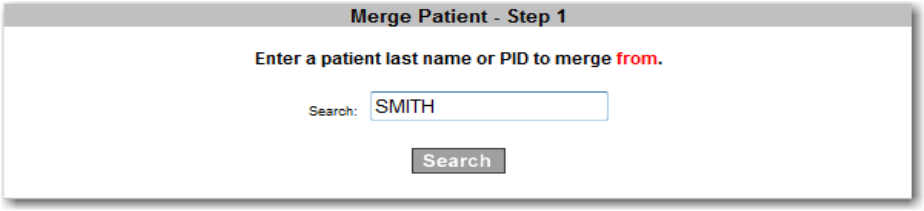
6. Review the patient information of the patients you are about to merge. If these are the correct patients select the 'Merge' button. If they are not the correct patients select the 'Cancel' button.
7. If 'Merge' was selected a confirmation window will display. Select 'OK' to complete the merge, or select 'Cancel' to cancel it.



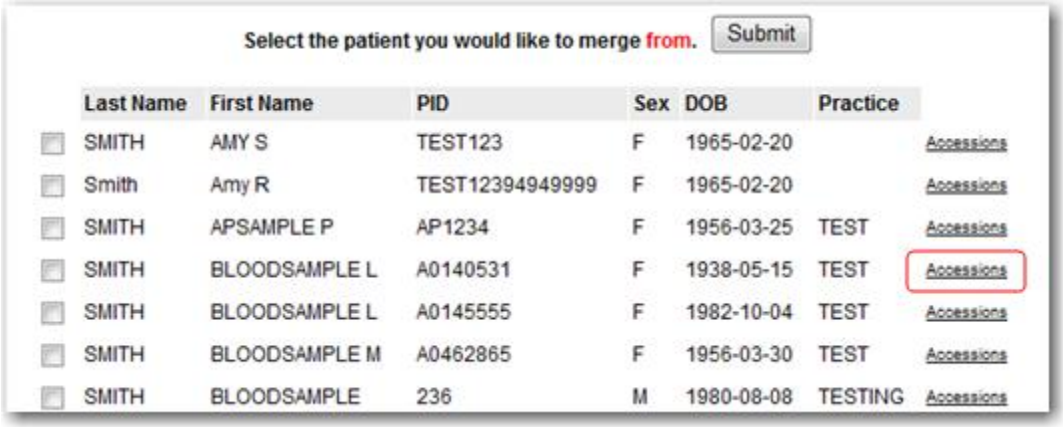
8. Once the merge is completed the patient(s) that were merged 'from' will no longer exist, and all of the orders and results will now belong to the patient that was merged 'to'.

B. Merge Accessions

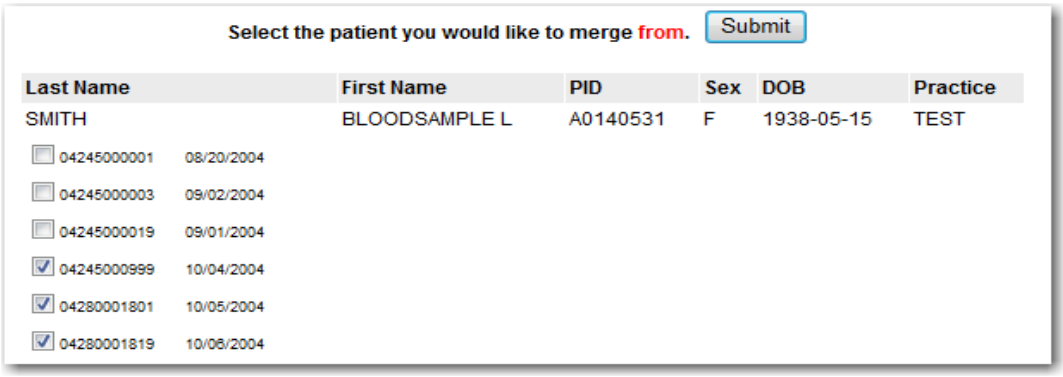
1. Search for a patient by last name or PID to merge accessions 'from'.



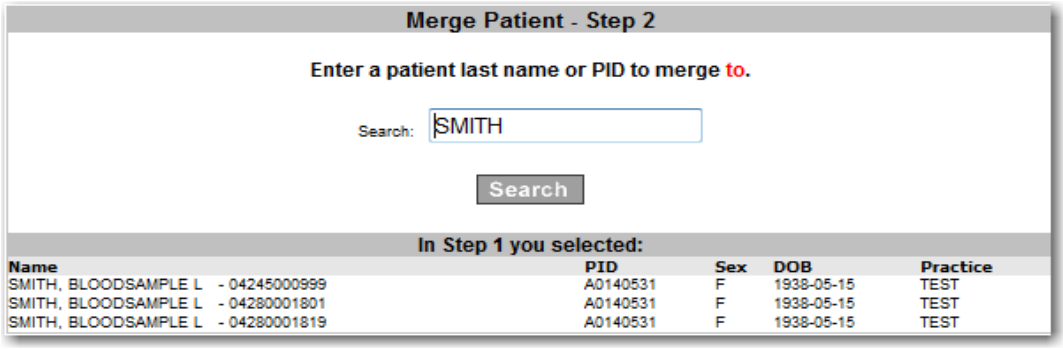
2. Select the 'Accessions' hyperlink of the patient you want to merge accessions from and select the 'Submit' button.


Select the patient you would like to merge from.
Submit
Last Name
First Name
PID
Sex
DOB
Practice
SMITH AMY S TEST123 F 1965-02-20 Accessions
Smith Amy R TEST12394949999 F 1965-02-20 Accessions
SMITH APSAMPLE P AP1234 F 1956-03-25 TEST Accessions
SMITH BLOODSAMPLE L A0140531 F 1938-05-15 TEST Accessions
SMITH BLOODSAMPLE L A0145555 F 1982-10-04 TEST Accessions
SMITH BLOODSAMPLE M A0462865 F 1956-03-30 TEST Accessions
SMITH BLOODSAMPLE 236 M 1980-08-08 TESTING Accessions

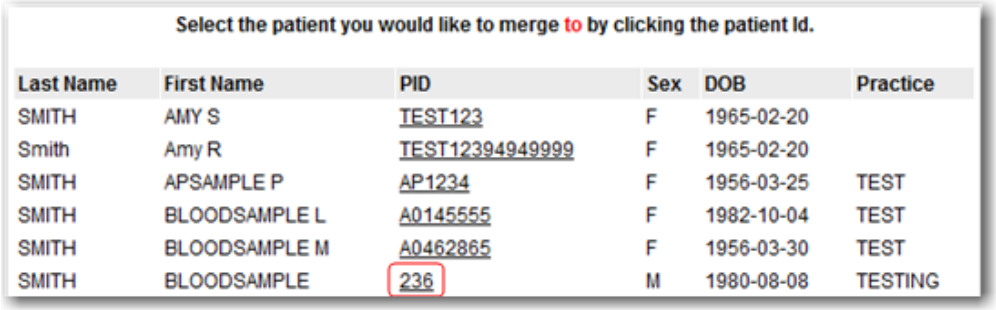
3. From the list of accessions that are displayed for that patient select the accession(s) you wish to merge. Select the 'Submit' button.



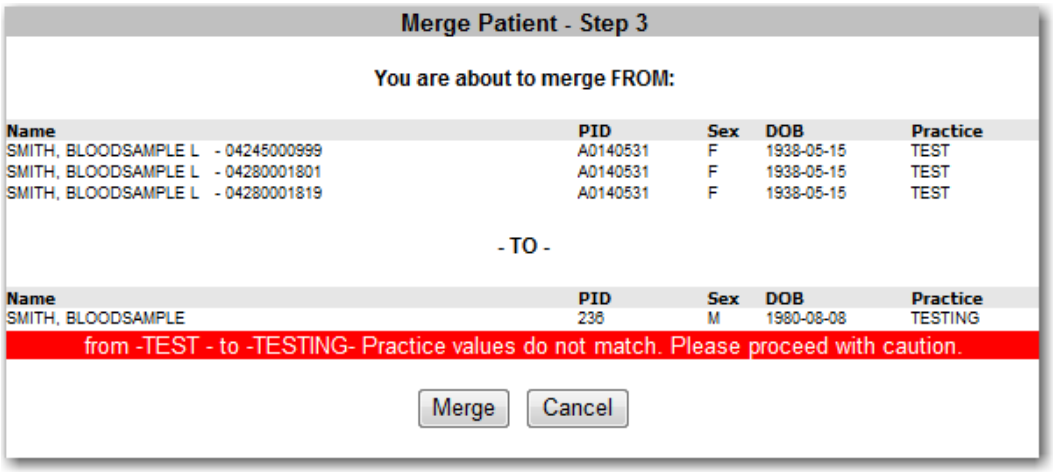
4. Search for a patient by last name or PID to merge accessions 'to'.


Merge Patient - Step 2
Enter a patient last name or PID to merge to.
Search: SMITH
Search
In Step 1 you selected:
Name
PID
Sex
DOB
Practice
SMITH, BLOODSAMPLE L - 04245000999 A0140531 F 1938-05-15 TEST
SMITH, BLOODSAMPLE L - 04280001801 A0140531 F 1938-05-15 TEST
SMITH, BLOODSAMPLE L - 04280001819 A0140531 F 1938-05-15 TEST

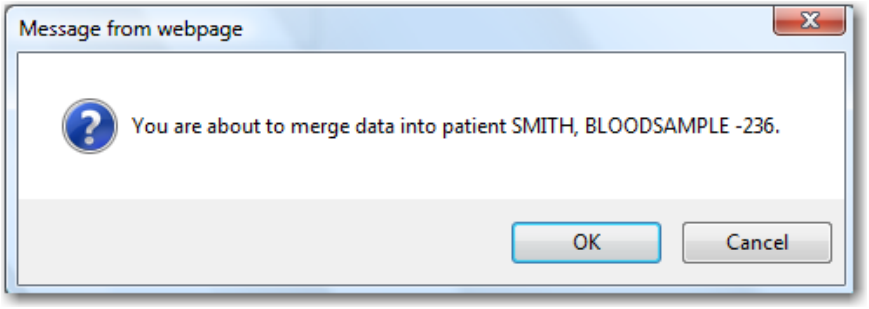
5. Select the patient you would like to merge the accessions to by clicking on the 'PID' hyperlink.


Select the patient you would like to merge to by clicking the patient Id.
Last Name
First Name
PID
Sex
DOB
Practice
SMITH AMY S TEST123 F 1965-02-20
Smith Amy R TEST12394949999 F 1965-02-20
SMITH APSAMPLE P AP1234 F 1956-03-25 TEST
SMITH BLOODSAMPLE L A0145555 F 1982-10-04 TEST
SMITH BLOODSAMPLE M A0462865 F 1956-03-30 TEST
SMITH BLOODSAMPLE 236 M 1980-08-08 TESTING

6. If the option to allow merging as a multi-access user has been turned on for your site, and the patients chosen are from different practices, a warning message will be displayed. The message will note the name of the practices.


Merge Patient - Step 3
You are about to merge FROM:
Name PID Sex DOB Practice
SMITH, BLOODSAMPLE L - 04245000999 A0140531 F 1938-05-15 TEST
SMITH, BLOODSAMPLE L - 04280001801 A0140531 F 1938-05-15 TEST
SMITH, BLOODSAMPLE L - 04280001819 A0140531 F 1938-05-15 TEST
- TO -
Name PID Sex DOB Practice
SMITH, BLOODSAMPLE 236 M 1980-08-08 TESTING
from -TEST - to -TESTING- Practice values do not match. Please proceed with caution.
Merge
Cancel

7. Review information and if correct select the 'Merge' button. If not correct select the 'Cancel' button.
8. If 'Merge' was selected a confirmation window will display. Select 'OK' to complete the merge, or select 'Cancel' to cancel it.



9. The accession(s) will now be removed from the patient merged 'from', and added to the patient that was merged 'to'.

Chapter 4 | LABORATORY ORDERS

I. ORDER TESTS

About the Order Tests Function

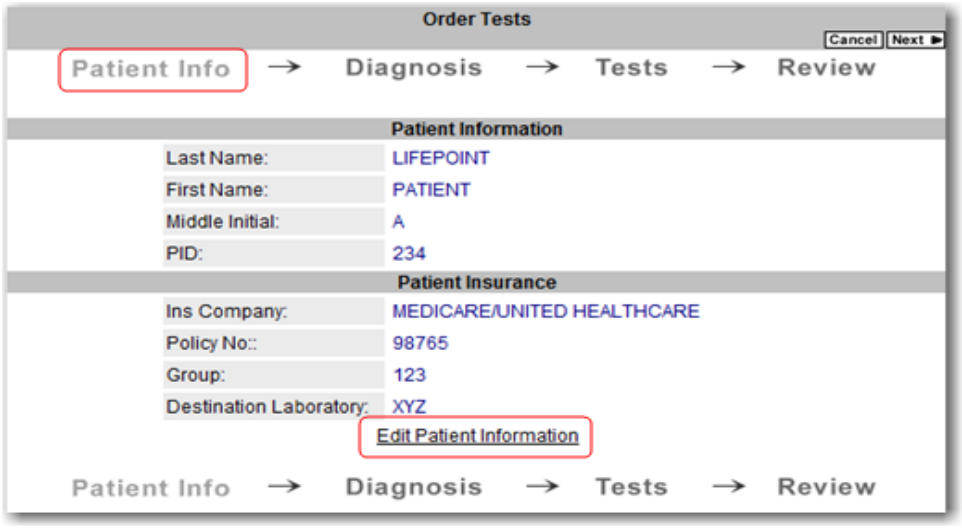
- There are two methods for placing an order: Three-Step and Two-Step. The user can choose which method they prefer in User Profile, or it can be chosen for them in Admin Mode.
- Three-Step Order Tests function has four pages: Patient Info, Diagnosis, Tests, and Review.
- Two-Step Order Tests function has two pages: Diagnosis/Tests combined on one page, and Review.

Three-Step Order Tests Function

Actions Available in the Three-Step Order Tests Function

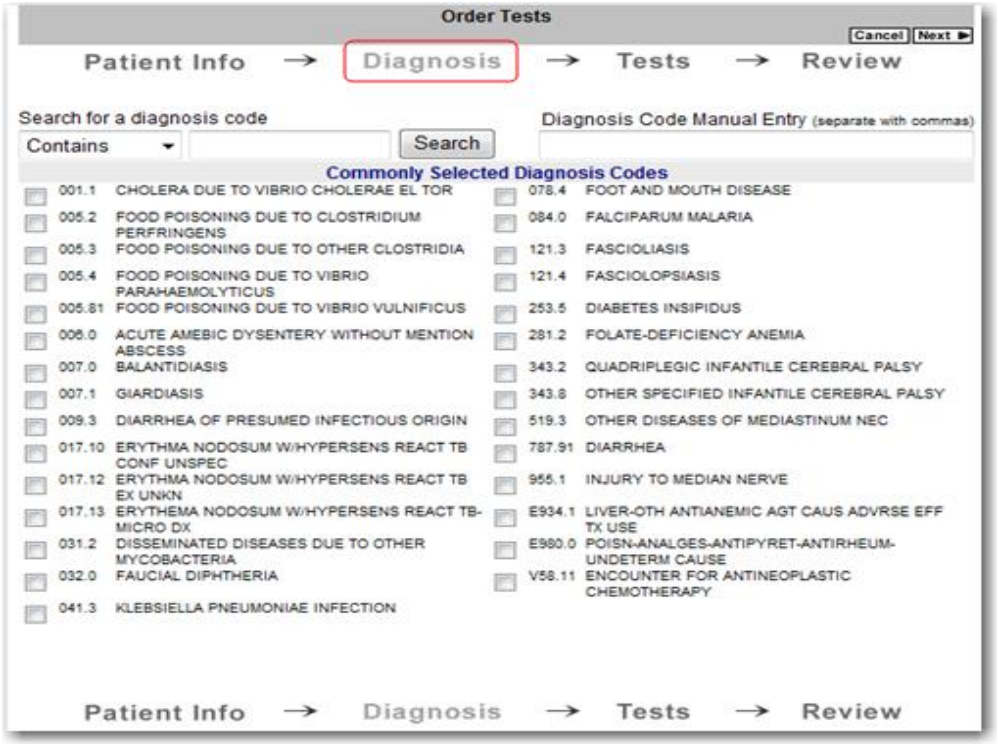
A. Edit Patient Information
B. Select Diagnosis Codes
C. Select Tests
D. Review/Add Additional Information
E. Complete Order

A. Edit Patient Information

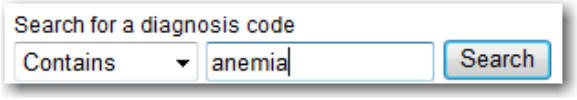


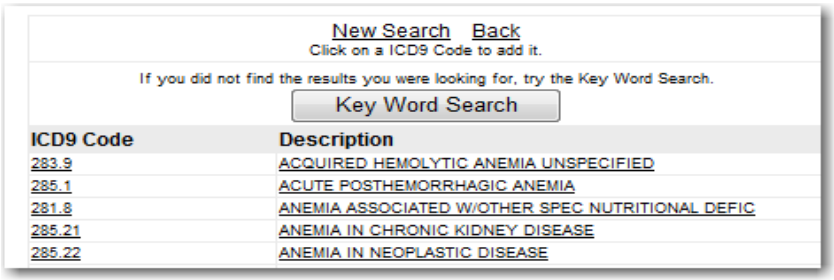
1. Select the 'Edit Patient Information' link to verify or update the patient's Demographic, Responsible Party or Insurance information. You will be directed to the Edit Patient screen where you will be able to make any changes. After selecting the 'Submit' button to save those changes, you will be returned to the Order Tests/Patient Info screen to continue placing the order.
2. Select the 'Diagnosis' link or 'Next' hyperlink to go to the Diagnosis screen.

B. Select Diagnosis Code

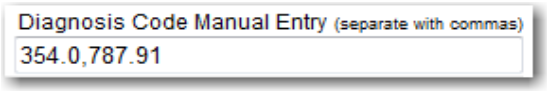

Order Tests
Cancel
Next
Patient Info → Diagnosis → Tests → Review
Search for a diagnosis code
Contains
Search
Diagnosis Code Manual Entry (separate with commas)
Commonly Selected Diagnosis Codes
001.1 CHOLERA DUE TO VIBRIO CHOLERAE EL TOR
005.2 FOOD POISONING DUE TO CLOSTRIDIUM PERFRINGENS
005.3 FOOD POISONING DUE TO OTHER CLOSTRIDIA
005.4 FOOD POISONING DUE TO VIBRIO PARAHAEMOLYTICUS
005.81 FOOD POISONING DUE TO VIBRIO VULNIFICUS
006.0 ACUTE AMEBIC DYSENTERY WITHOUT MENTION ABSCESS
007.0 BALANTIDIASIS
007.1 GIARDIASIS
009.3 DIARRHEA OF PRESUMED INFECTIOUS ORIGIN
017.10 ERYTHMA NODOSUM W/HYPERSENS REACT TB CONF UNSPEC
017.12 ERYTHMA NODOSUM W/HYPERSENS REACT TB EX UNKN
017.13 ERYTHEMA NODOSUM W/HYPERSENS REACT TB-MICRO DX
031.2 DISSEMINATED DISEASES DUE TO OTHER MYCOBACTERIA
032.0 FAUCIAL DIPHTHERIA
041.3 KLEBSIELLA PNEUMONIAE INFECTION
078.4 FOOT AND MOUTH DISEASE
084.0 FALCIPARUM MALARIA
121.3 FASCIOLIASIS
121.4 FASCIOLOPSIASIS
253.5 DIABETES INSIPIDUS
281.2 FOLATE-DEFICIENCY ANEMIA
343.2 QUADRIPLEGIC INFANTILE CEREBRAL PALSY
343.8 OTHER SPECIFIED INFANTILE CEREBRAL PALSY
519.3 OTHER DISEASES OF MEDIASTINUM NEC
787.91 DIARRHEA
955.1 INJURY TO MEDIAN NERVE
E934.1 LIVER-OTH ANTIANEMIC AGT CAUS ADVRSE EFF TX USE
E980.0 POISN-ANALGES-ANTIPYRET-ANTIRHEUM-UNDETERM CAUSE
V58.11 ENCOUNTER FOR ANTINEOPLASTIC CHEMOTHERAPY
Patient Info → Diagnosis → Tests → Review

1. Select appropriate diagnosis code(s) from the list of Commonly Selected Diagnosis Codes. Diagnosis codes can be added or removed from the Common Diagnosis list in the Admin Mode function. This will be discussed later in the Admin Mode section of this manual.
2. If the diagnosis code you are looking for is not included in the list, you may perform a search and select from the list that will be displayed.



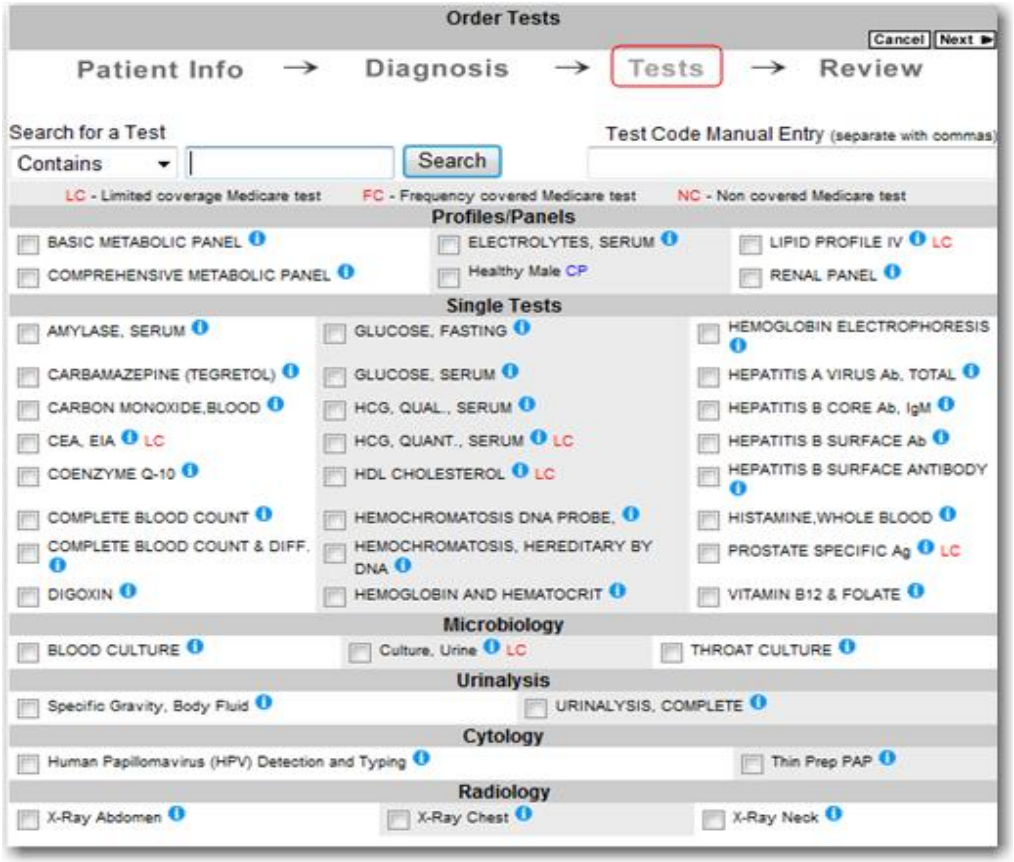

New Search Back
Click on a ICD9 Code to add it.
If you did not find the results you were looking for, try the Key Word Search.
Key Word Search
ICD9 Code
Description
283.9 ACQUIRED HEMOLYTIC ANEMIA UNSPECIFIED
285.1 ACUTE POSTHEMORRHAGIC ANEMIA
281.8 ANEMIA ASSOCIATED W/OTHER SPEC NUTRITIONAL DEFIC
285.21 ANEMIA IN CHRONIC KIDNEY DISEASE
285.22 ANEMIA IN NEOPLASTIC DISEASE

3. If you know the diagnosis code(s) you wish to select, you may enter the code(s) in the Diagnosis Code Manual Entry window. If more than one diagnosis code is to be entered, enter each diagnosis code (including decimal points), and separate them with commas (no spaces).

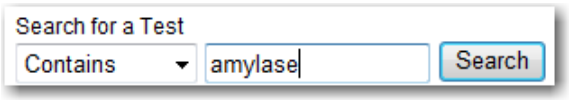


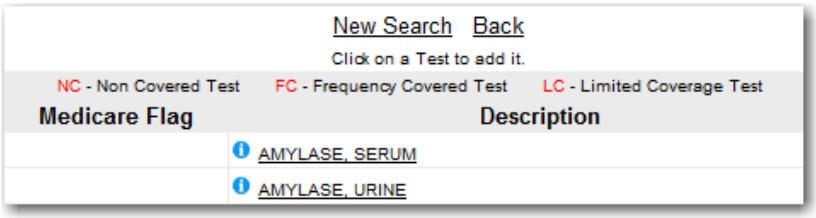
4. When you are finished selecting the Diagnosis Code(s) select the 'Tests' link or 'Next' hyperlink to go to the Tests screen.

C. Select Tests

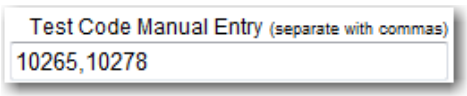


1. Select the desired tests from the list of Common Tests. This list is divided into groups which have been defined in Admin Mode. Frequently ordered tests may be added and removed as needed in Admin Mode. This will be discussed later in the Admin Mode section of this manual. If the patient is a Medicare patient, the ABN flags (NC, FC, or LC) will be displayed next to the appropriate tests on the screen.
2. If the desired test is not included in the list you can do a search and select from the list that will be displayed.





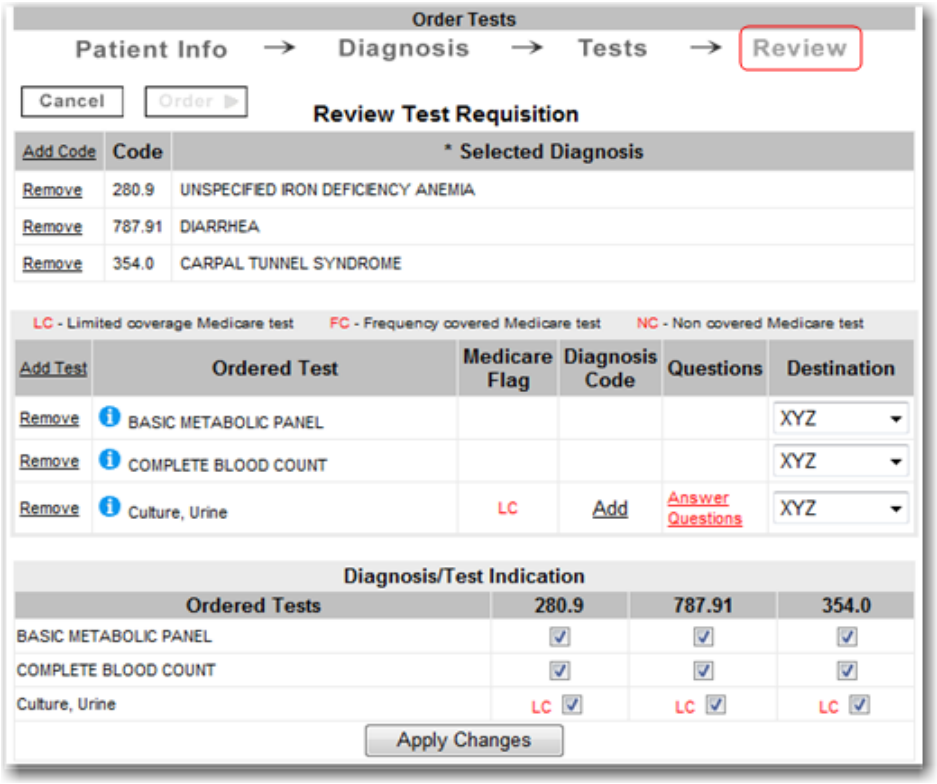
3. If you know the test code(s) you wish to select, you may enter the code(s) in the Test Code Manual Entry window. If more than one test code is to be entered separate them with commas (no spaces).



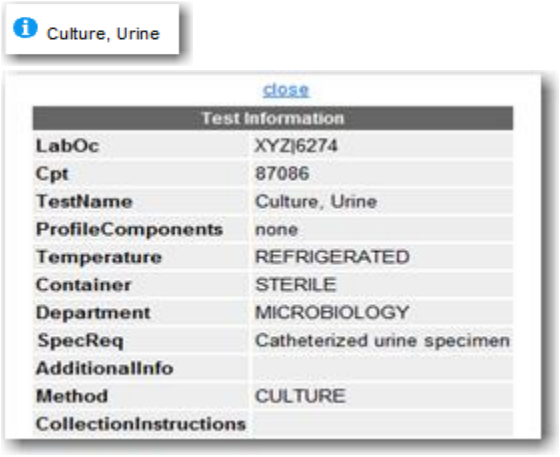
4. When you are finished selecting the tests select the 'Review' link (or 'Next' hyperlink) to go to the Order Review screen.

D. Review/Add Additional Information

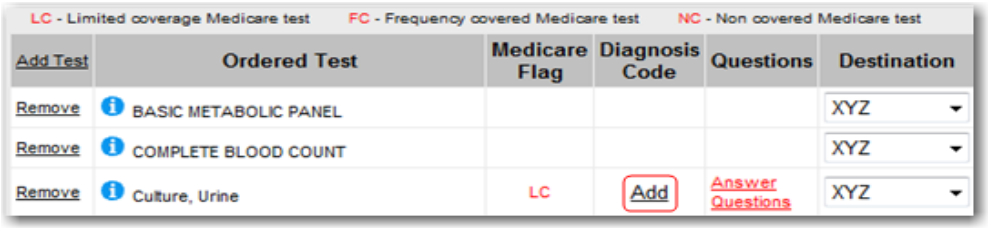
1. The top section of the Review screen contains information about the diagnosis codes and tests that were selected. You can return to the Patient Info, Diagnosis, or Tests screens by selecting the appropriate hyperlink at the top of the page.


Order Tests
Patient Info → Diagnosis → Tests → Review
Cancel
Order
Review Test Requisition
Add Code | Code | * Selected Diagnosis
Remove | 280.9 | UNSPECIFIED IRON DEFICIENCY ANEMIA
Remove | 787.91 | DIARRHEA
Remove | 354.0 | CARPAL TUNNEL SYNDROME
LC - Limited coverage Medicare test FC - Frequency covered Medicare test NC - Non covered Medicare test
Add Test | Ordered Test | Medicare Flag | Diagnosis Code | Questions | Destination
Remove | BASIC METABOLIC PANEL | XYZ
Remove | COMPLETE BLOOD COUNT | XYZ
Remove | Culture, Urine | LC | Add | Answer Questions | XYZ
Diagnosis/Test Indication
Ordered Tests | 280.9 | 787.91 | 354.0
BASIC METABOLIC PANEL
COMPLETE BLOOD COUNT
Culture, Urine LC LC LC
Apply Changes

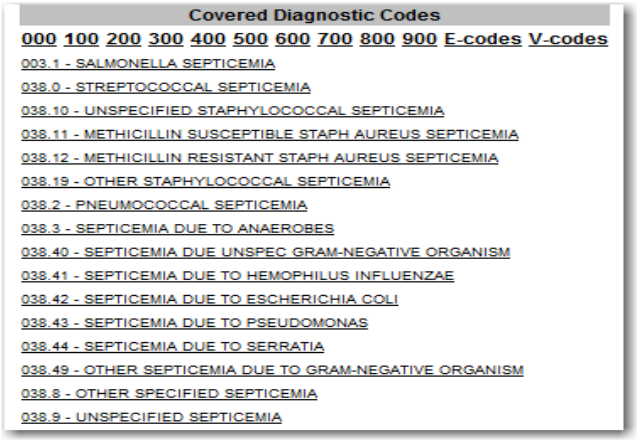
2. You can add a diagnosis or test code by selecting the 'Add Code' or 'Add Test' hyperlink. This will return you to the Diagnosis or Test screen.
3. You can remove a diagnosis or test code by selecting the 'Remove' hyperlink.
4. You can view information about the test by clicking on the blue information and a box containing information about the test will be displayed.



5. If the primary insurance is Medicare, and the diagnosis code chosen does not pass the medical necessity checking, a Medicare flag will appear.

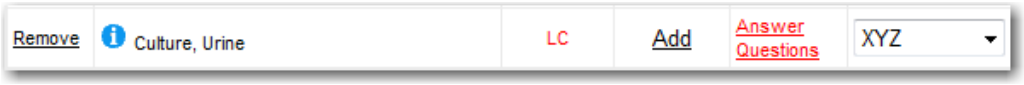


An 'Add' hyperlink will also be available that will direct you to a screen where you will be able to select a covered diagnosis code.

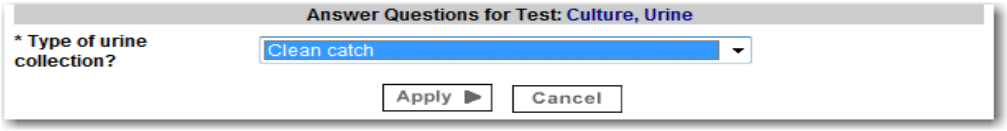

Covered Diagnostic Codes
000 100 200 300 400 500 600 700 800 900 E-codes V-codes
003.1 - SALMONELLA SEPTICEMIA
038.0 - STREPTOCOCCAL SEPTICEMIA
038.10 - UNSPECIFIED STAPHYLOCOCCAL SEPTICEMIA
038.11 - METHICILLIN SUSCEPTIBLE STAPH AUREUS SEPTICEMIA
038.12 - METHICILLIN RESISTANT STAPH AUREUS SEPTICEMIA
038.19 - OTHER STAPHYLOCOCCAL SEPTICEMIA
038.2 - PNEUMOCOCCAL SEPTICEMIA
038.3 - SEPTICEMIA DUE TO ANAEROBES
038.40 - SEPTICEMIA DUE UNSPEC GRAM-NEGATIVE ORGANISM
038.41 - SEPTICEMIA DUE TO HEMOPHILUS INFLUENZAE
038.42 - SEPTICEMIA DUE TO ESCHERICHIA COLI
038.43 - SEPTICEMIA DUE TO PSEUDOMONAS
038.44 - SEPTICEMIA DUE TO SERRATIA
038.49 - OTHER SEPTICEMIA DUE TO GRAM-NEGATIVE ORGANISM
038.8 - OTHER SPECIFIED SEPTICEMIA
038.9 - UNSPECIFIED SEPTICEMIA

If a covered diagnosis code is not added, an ABN will print when the order is submitted.

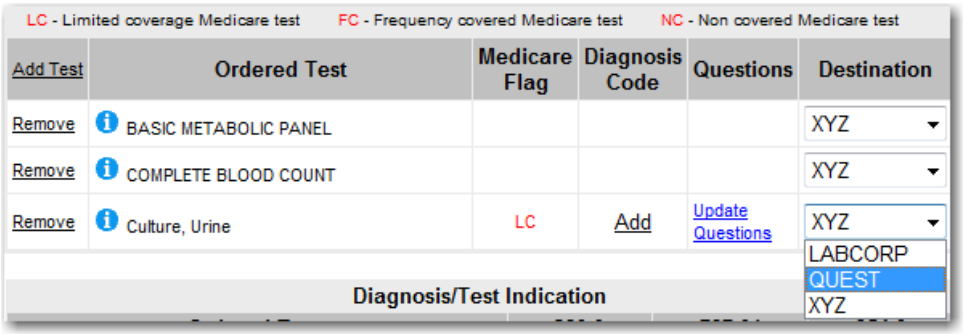
6. If there are any Ask at Order Entry (AAOE) questions attached to a test you will be required to click on the 'Answer Questions' hyperlink.



You will then be directed to the answer questions screen to provide the answers. Required answers will be noted with an asterisk.

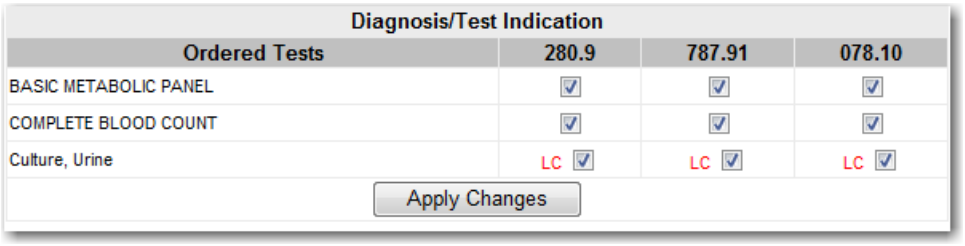


7. A Destination drop down box is available for you to redirect a test to a Foreign Lab. Any Foreign Lab that has been marked as 'Active' in Admin Mode will appear in the list.

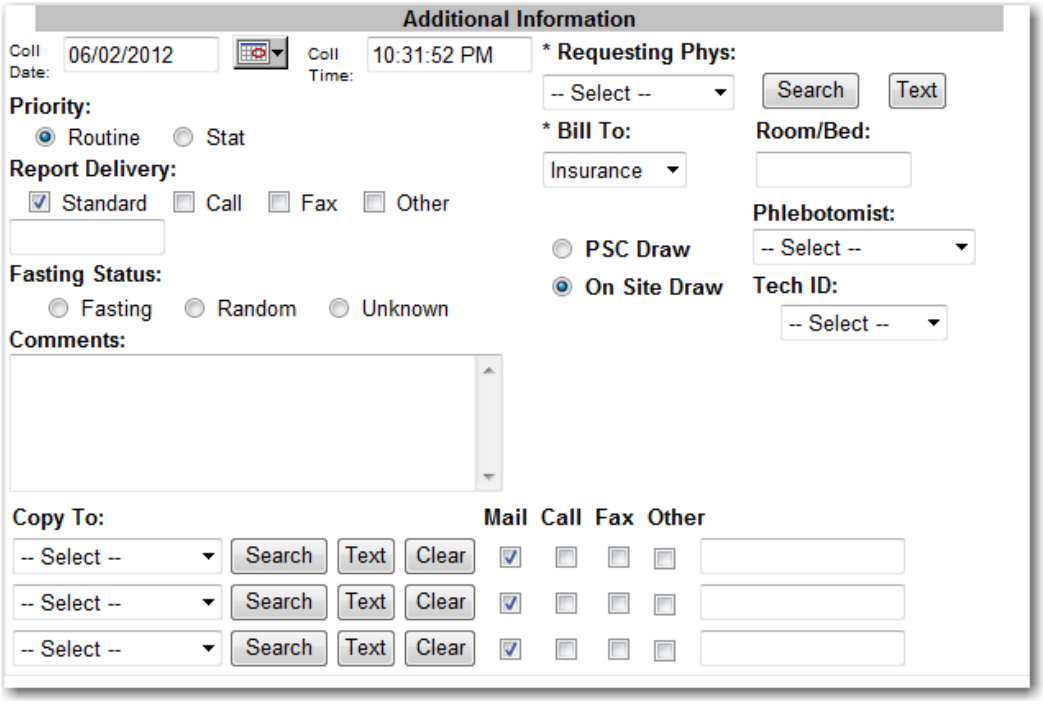


The redirected test will then print on that Foreign Lab's requisition.

8. If more than one diagnosis code has been selected, there is a section provided for you to select which diagnosis code a test is associated with. For patients with Medicare insurance, diagnosis codes that fail medical necessity checking will have the appropriate Medicare flag displayed next to them. The diagnosis codes can then be unchecked to be disassociated with the specific test(s) that are failing medical necessity checking. This is especially pertinent to tests that are driven by denied diagnosis codes because once the culprit diagnosis code is removed the test will then pass medical necessity checking.

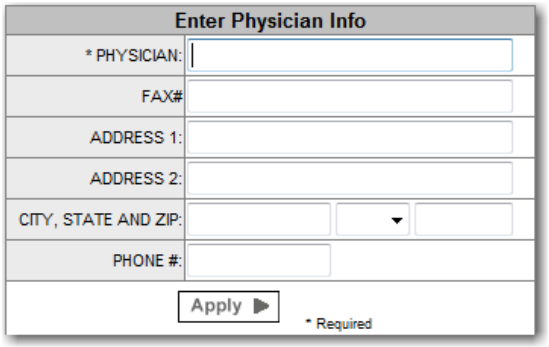


9. The bottom section of the Review screen allows the entry of additional information about the order. Required information is noted by an asterisk.



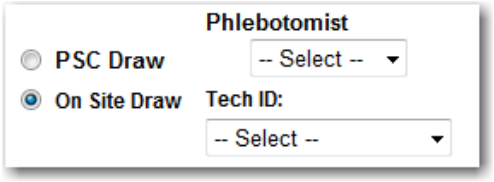
10. Collection Date and Time defaults to the current date and time, but can be edited.
11. Any entries to Priority, Report Delivery, Fasting Status, and Comments will be printed on the requisition. If the Report Delivery 'Other' box is selected a free text box is provided to define the 'Other'.
12. The Copy To function allows you to select up to three physicians by using one of the following options:
    a. A dropdown box containing a list of physicians that this office commonly sends copies to. This list is created in Admin Mode and will be discussed in the Admin Mode section of this manual.
    b. A 'Search' button, which allows you to search the entire database of physicians.

c. A 'Text' button, which allows you to free text a physician. Fields marked with an '*' are required fields.

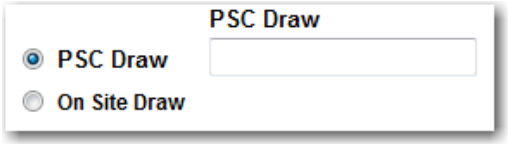


This information will print on the requisition to alert the lab to send the courtesy copies. If the physician has an account in Lifepoint the result will be sent to his Inbox.

13. The Requesting Physician field allows you to choose the requesting physician from:
    a. A dropdown box containing a list of physicians for this office. This list is built in Admin Mode and will be discussed in the Admin Mode section of this manual.
    b. A 'Search' button, which allows you to search the entire database of physicians.
    c. A 'Text' button, which allows you to free text a physician.
14. The Bill To field allows you to select a choice of Patient, Client, or Insurance.
15. The Room/Bed field will display the Room/Bed of the patient if it was entered on the Add/Edit Patient screen. Entering or updating the Room/Bed on this screen will also update it on the Edit Patient screen.
16. The Phlebotomist field allows you to select the phlebotomist from the dropdown box provided. The choices that are displayed are added in Admin Mode. This will be discussed in the Admin Mode section of this manual.
17. The Tech ID field allows you to select the Tech from the dropdown box provided. The choices that are displayed are added in Admin Mode. This will be discussed in the Admin Mode section of this manual.
18. The On Site Draw or PSC Draw field:
    a. On Site Draw means that the specimen is being collected now at the physician office. It will allow you to select a Phlebotomist and/or Technician from the dropdown list provided. These lists are built in Admin Mode.



    b. PSC Draw means that the patient will be having the specimen collected later (example: at a Patient Service Center). It will allow you to enter a location into a free-text box provided.



E. Complete Order

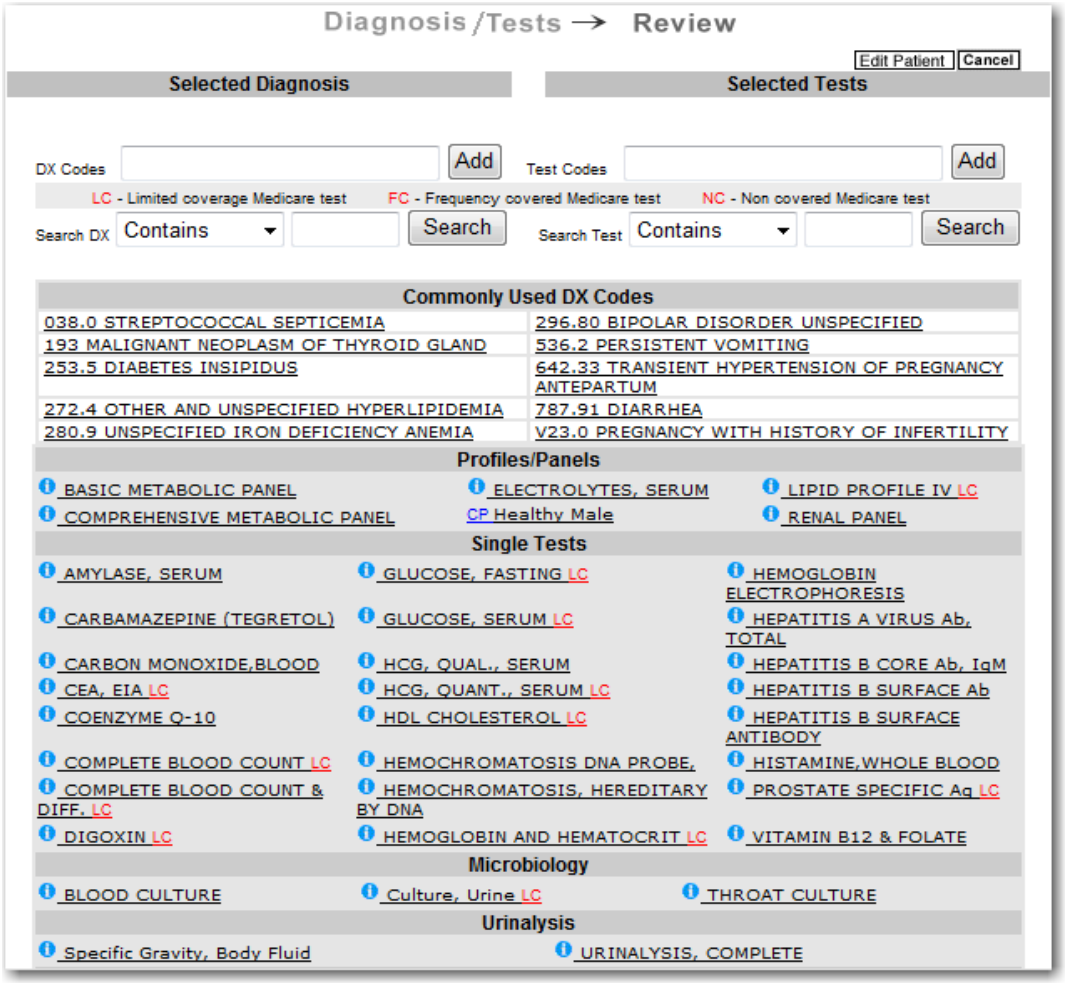
1. When all information has been entered select the 'Order' button to complete the order. The requisition will print.
2. If the patient has Medicare as their primary insurance, if tests were ordered that did not pass medical necessity with a covered diagnosis code, and if the Bill To is set to 'Insurance', an ABN will also print.
3. The order should now appear in the Pending Orders Not Received section of Patient History.

Two-Step Order Tests Function

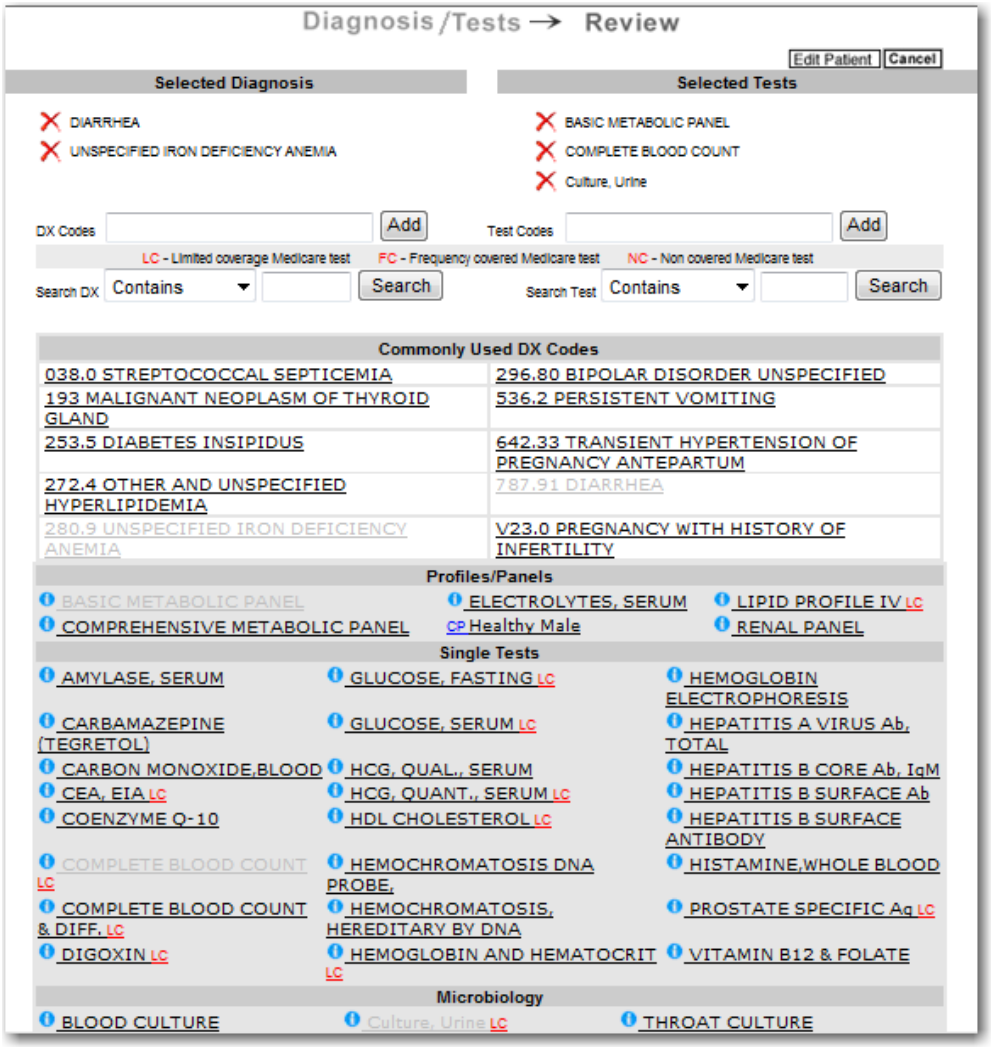
Actions Available in the Two-Step Order Tests Function

A. Edit Patient/Select Diagnosis Codes/Select Tests
B. Review/Add Additional Information
C. Complete Order

A. Edit Patient/Enter Diagnosis Codes/Order Tests



1. This screen functions the same as the Diagnosis and Tests screens of the Three-Step Order Tests function except:
   a. Select the 'Edit Patient' button to verify/update patient Demographic, Responsible Party or Insurance information. You will be directed to the Edit Patient screen where you will be able to make any changes. After selecting the 'Submit' button to save those changes, you will be returned to the Diagnosis/Tests screen to continue placing the order.
   b. Select a diagnosis or test by clicking on the hyperlink, rather than selecting a checkbox. Your selections will appear at the top of the page.
   c. Select the **X** to remove your selection.



B. Review/Add Additional Information – Functions the same as Three-Step Order Entry.

C. Complete Order – Functions the same as Three-Step Order Entry.

II. QUICK ORDER

About the Quick Order Function

- When a patient will be returning multiple times to have the same test ordered, an Order Template can be created for the patient by selecting the 'Quick Order' button on the Order Review screen when placing the order for the first time.
- Once a Quick Order has been created it can then be ordered using the Quick Order function.

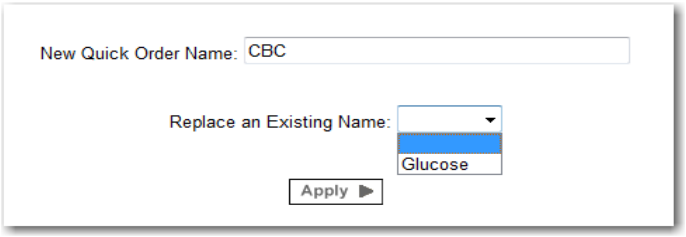
Actions Necessary to Place a Quick Order

A. Create a Quick Order
B. Place an Order as a Quick Order

A. Create a Quick Order

1. When placing the order for the first time, select the 'Quick Order' button at the bottom of the Order Review Screen.

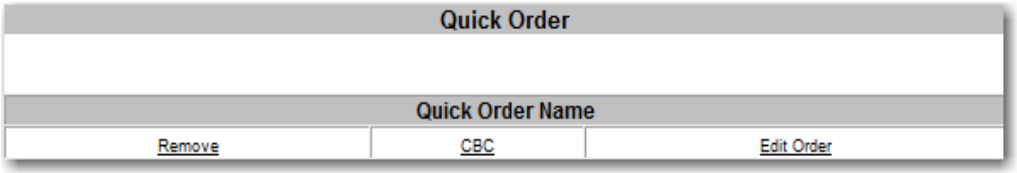
2. Type in a name for the Quick Order. If this Quick Order will be replacing an existing Quick Order for the patient, select the name of the Quick Order to be replaced from the dropdown list of existing Quick Orders provided. Select 'Apply' to save your changes.



3. You will then be returned to the Order Review screen where you will need to complete this first instance of the Quick Order.

B. Place a Quick Order

1. Select the patient you wish to place the Quick Order on.
2. Select the Quick Order function from the Navigation Bar.
3. There are 2 options available:



   a. If there are no changes to be made to the order select the 'Quick Order Name' hyperlink. The order will be placed and the requisition will print.
   b. If you would like to make a change to the order, such as adding a test or a comment, select the 'Edit Order' hyperlink of the Quick Order. You will be taken to the Order Review screen where you will be able to edit and place the order.

III. ORDER SUPPLIES

About the Order Supplies Function

- Supplies can be selected from the groups displayed on the page, or by doing a search for an item by item name or description.
- The order can be printed and delivered to the lab, or sent via email to an email address pre-designated by the lab.
- Items are added to the Supply List using the Edit Supply List function in Admin Mode. This will be discussed later in the Admin Mode section of this manual

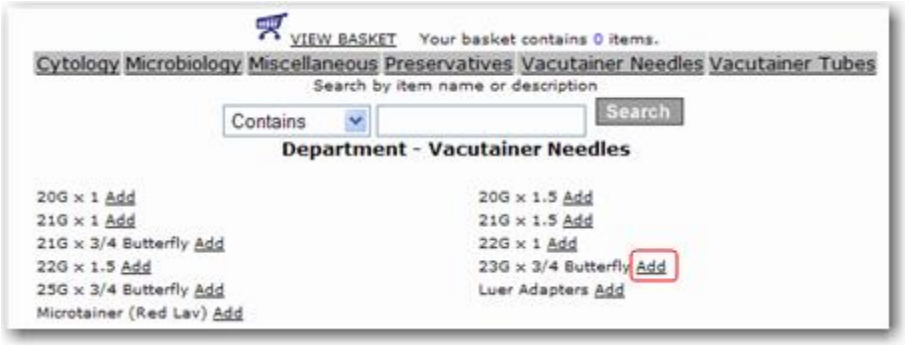
Actions Available in the Order Supplies Function

A. Order by Group
B. Order by Item Name or Description
C. View/Edit the Basket
D. Place Order

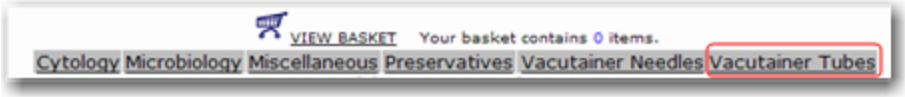
A. Order by Group

VIEW BASKET Your basket contains 0 items.
Search by item name or description
Contains
Search
Cytology
Microbiology
Miscellaneous
Preservatives
Vacutainer Needles
Vacutainer Tubes
IMPORTANT NOTICE
Sub part 34-2, 10 NYCRR, New York State Public Health Laws Laboratory Business Practices states that clinical laboratories may provide supplies that are related to the type and number of specimens referred, and which are used solely and exclusively for the collection and processing of specimens.

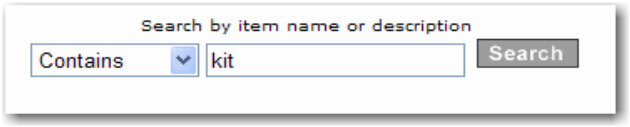
1. Select the group by clicking on the 'Group Name' hyperlink. A new page will display.


VIEW BASKET Your basket contains 0 items.
Cytology Microbiology Miscellaneous Preservatives Vacutainer Needles Vacutainer Tubes
Search by item name or description
Contains
Search
Department - Vacutainer Needles
20G x 1 Add
21G x 1 Add
21G x 3/4 Butterfly Add
22G x 1.5 Add
25G x 3/4 Butterfly Add
Microtainer (Red Lav) Add
20G x 1.5 Add
21G x 1.5 Add
22G x 1 Add
23G x 3/4 Butterfly Add
Luer Adapters Add

2. Select the 'Add' hyperlink of the item(s) you wish to order.
3. To select another item from a different group select the 'Group Name' hyperlink at the top of the page.


VIEW BASKET Your basket contains 0 items.
Cytology Microbiology Miscellaneous Preservatives Vacutainer Needles Vacutainer Tubes

B. Order by Item Name or Description

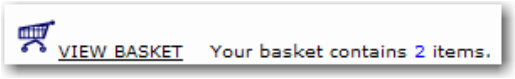


1. Enter search criteria and select the 'Search' button. A new page will display.

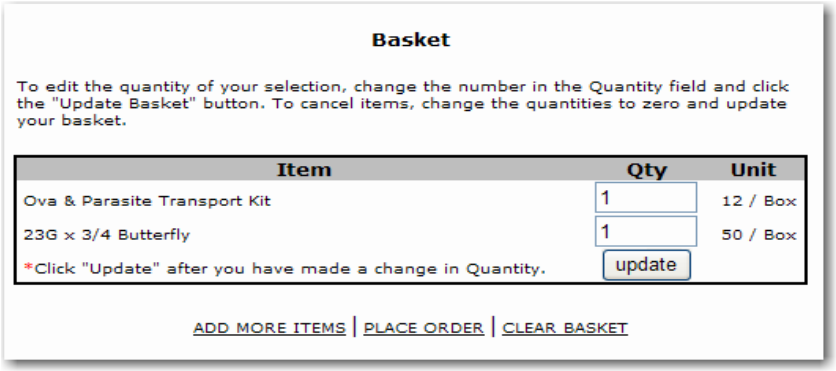
2. Select the 'Add' hyperlink next to the item(s) you wish to order.

C. View/Edit Basket

1. When you are finished selecting items, select the 'View Basket' hyperlink at the top of the page.

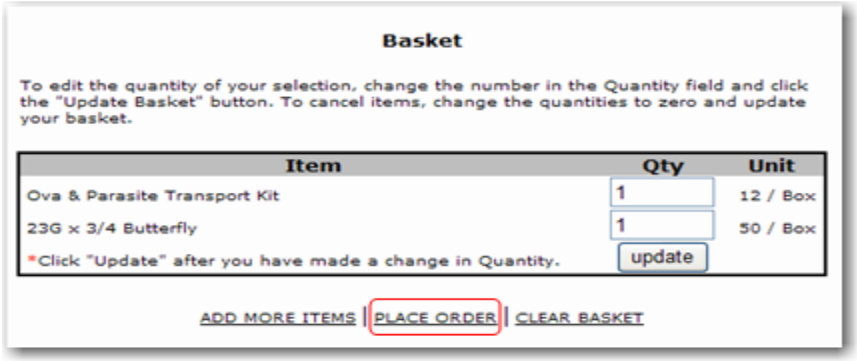


2. A new page will display.

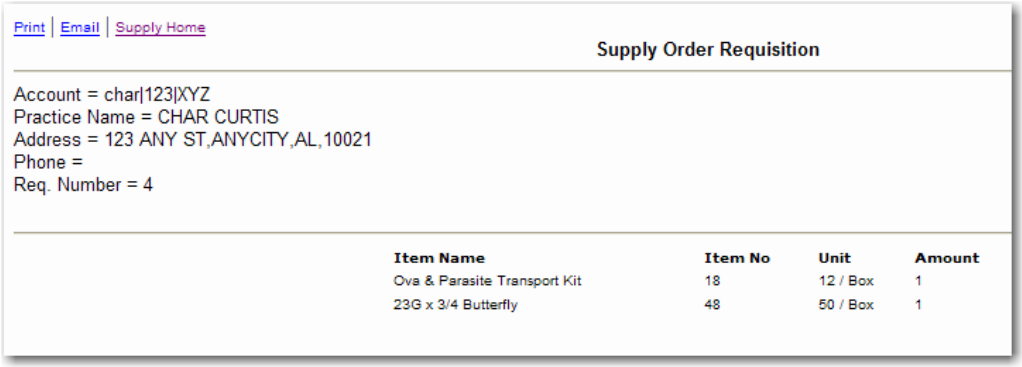

Basket
To edit the quantity of your selection, change the number in the Quantity field and click the "Update Basket" button. To cancel items, change the quantities to zero and update your basket.
Item
Qty
Unit
Ova & Parasite Transport Kit
1
12 / Box
23G x 3/4 Butterfly
1
50 / Box
*Click "Update" after you have made a change in Quantity.
update
ADD MORE ITEMS | PLACE ORDER | CLEAR BASKET

   a. To edit the quantity of your items, change the number in the quantity field, and select the 'Update' button.
   b. To cancel an item, change the quantity to zero, and select the 'Update' button.
   c. To add more items to the basket select the 'Add More Items' hyperlink.
   d. To remove all items from the basket select the 'Clear Basket' hyperlink.

D. Place Order


Basket
To edit the quantity of your selection, change the number in the Quantity field and click the "Update Basket" button. To cancel items, change the quantities to zero and update your basket.
Item
Qty
Unit
Ova & Parasite Transport Kit
1
12 / Box
23G x 3/4 Butterfly
1
50 / Box
*Click "Update" after you have made a change in Quantity.
update
ADD MORE ITEMS | PLACE ORDER | CLEAR BASKET

1. Select the 'Place Order' hyperlink at the bottom of the screen. A new page will display.


Print | Email | Supply Home

Supply Order Requisition

Account = char|123|XYZ
Practice Name = CHAR CURTIS
Address = 123 ANY ST,ANYCITY,AL,10021
Phone =
Req. Number = 4

Item Name	Item No	Unit	Amount
Ova & Parasite Transport Kit	18	12 / Box	1
23G x 3/4 Butterfly	48	50 / Box	1

2. To print your order, select the 'Print' hyperlink.
3. To email your order, select the 'Email' hyperlink. The order will be sent to an email address designated by the Lab.
4. To return to the home page, select the 'Supply Home' hyperlink.

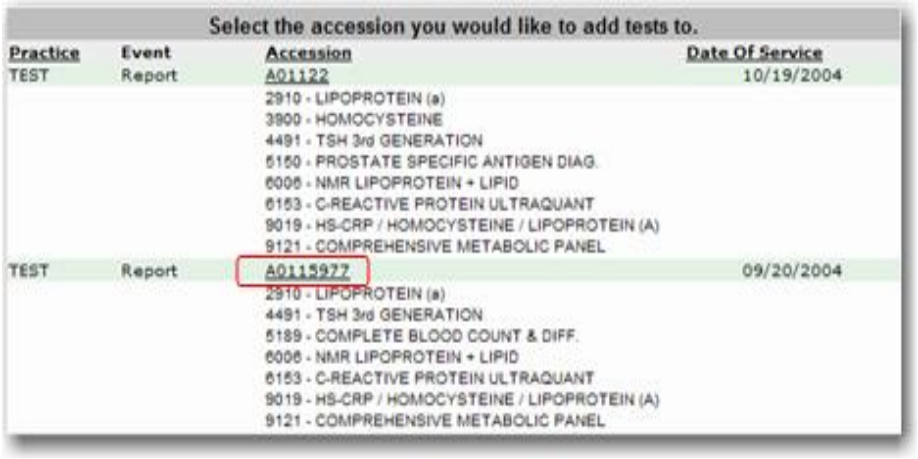
IV. ADD TEST

About the Add Test Function

- Requests can be made to add a test to an existing Accession #.
- Notification of the Add-On request will be sent to a designated e-mail address at the Lab.
- A requisition will not be generated nor an actual order created.

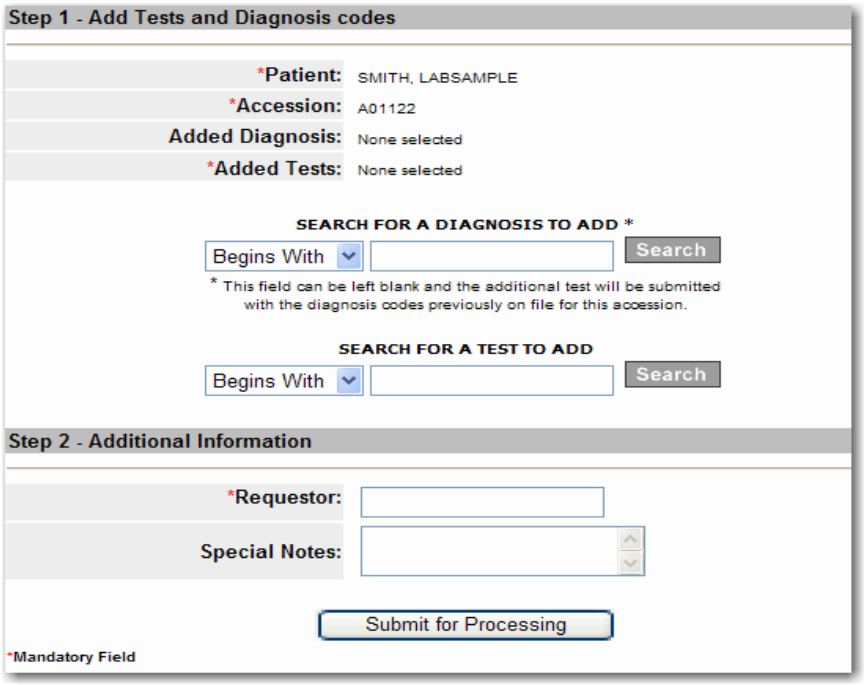
Steps Necessary to Add a Test to an Existing Accession

A. Select the patient.
B. Select the Add Test function from the Navigation Bar. A new page will display.


Select the accession you would like to add tests to.

Practice	Event	Accession	Date Of Service
TEST	Report	A01122	10/19/2004
		2910 - LIPOPROTEIN (a)	
		3900 - HOMOCYSTEINE	
		4491 - TSH 3rd GENERATION	
		5150 - PROSTATE SPECIFIC ANTIGEN DIAG.	
		6006 - NMR LIPOPROTEIN + LIPID	
		6153 - C-REACTIVE PROTEIN ULTRAQUANT	
		9019 - HS-CRP / HOMOCYSTEINE / LIPOPROTEIN (A)	
		9121 - COMPREHENSIVE METABOLIC PANEL	
TEST	Report	A0115977	09/20/2004
		2910 - LIPOPROTEIN (a)	
		4491 - TSH 3rd GENERATION	
		5189 - COMPLETE BLOOD COUNT & DIFF.	
		6006 - NMR LIPOPROTEIN + LIPID	
		6153 - C-REACTIVE PROTEIN ULTRAQUANT	
		9019 - HS-CRP / HOMOCYSTEINE / LIPOPROTEIN (A)	
		9121 - COMPREHENSIVE METABOLIC PANEL	

C. Select the 'Accession #' hyperlink. A new page will display.


Step 1 - Add Tests and Diagnosis codes
*Patient: SMITH, LABSAMPLE
*Accession: A01122
Added Diagnosis: None selected
*Added Tests: None selected
SEARCH FOR A DIAGNOSIS TO ADD *
Begins With
Search
* This field can be left blank and the additional test will be submitted with the diagnosis codes previously on file for this accession.
SEARCH FOR A TEST TO ADD
Begins With
Search
Step 2 - Additional Information
*Requestor:
Special Notes:
Submit for Processing
*Mandatory Field

D. Search for and select a Diagnosis Code if the test being added requires an additional code. If left blank the additional test will be submitted with the diagnosis code previously on file for this requisition.
E. Search for and select the Test(s) that are to be added.
F. Fill in Requestor and any Special Notes.
G. Select the 'Submit for Processing' button.
H. A notification of the Add–On request will be sent via email to a pre-designated email address at the Lab. A requisition will not be generated nor an actual order created.

Chapter 5 | GENERAL INFORMATION

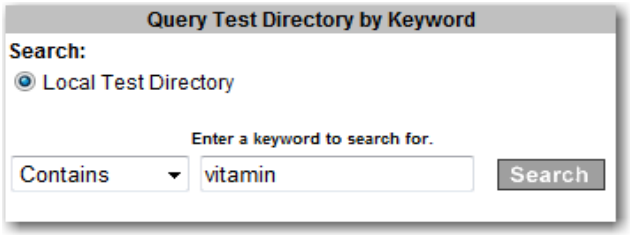
I. TEST REFERENCE

About the Test Reference Function

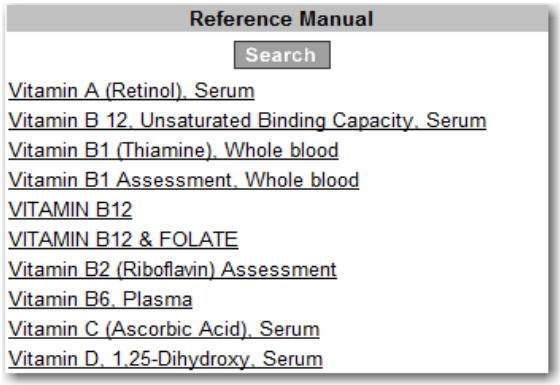
- The Test Reference displays pertinent information about a test.
- The information displayed in the Test Reference is defined in Admin Mode and will be discussed later in the Admin Mode section of this manual.

Actions available in the Test Reference

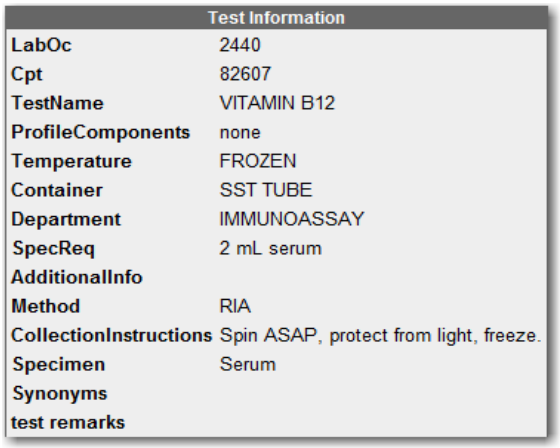
A. Enter search criteria for the test. The choices to search by are; 'Begins With', 'Contains' and 'Exact Match'. When you are finished entering the criteria, select the 'Search' button.



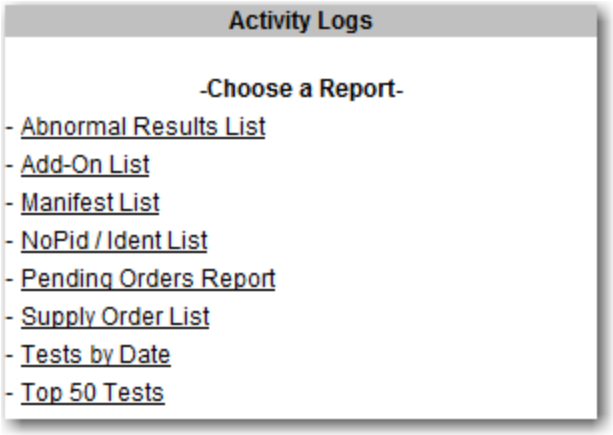
B. A new page listing all of the tests that meet the search criteria will display.



C. Select the 'Test Name' hyperlink. A new page will display containing the information about the test.



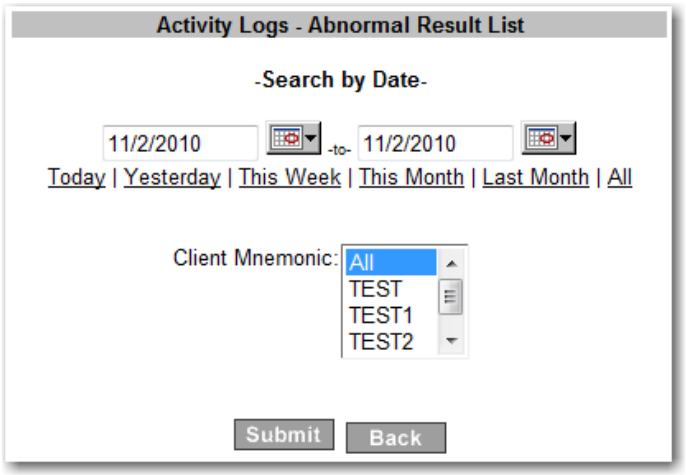
II. ACTIVITY LOGS



Reports Available in the Activity Logs Function

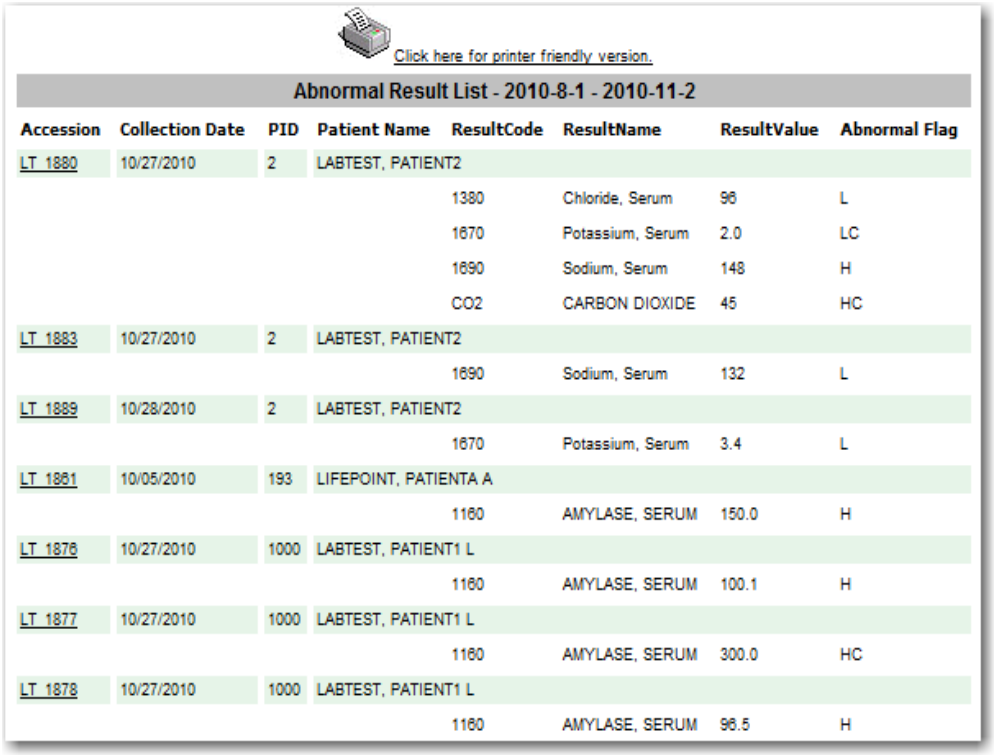
A. Abnormal Results List
B. Add-On List
C. Manifest List
D. NoPID/Ident List
E. Pending Orders Report
F. Supply Orders List
G. Tests by Date
H. Top 50 Tests

A. Abnormal Results List



1. Enter search criteria.
   a. Select the date range by using the free text boxes, the calendars, or one of the quick-pick links provided.
   b. The client mnemonics that the user has access to will be listed in the Client Mnemonic dropdown box provided. To select multiple mnemonics hold down the shift or control key and make your selections.

c. Select the 'Submit' button. A list of all abnormal results for the time period selected will display on the screen.



Click here for printer friendly version.

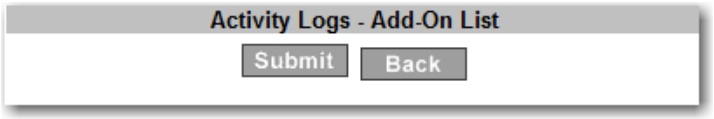
Abnormal Result List - 2010-8-1 - 2010-11-2

Accession	Collection Date	PID	Patient Name	ResultCode	ResultName	ResultValue	Abnormal Flag
LT_1880	10/27/2010	2	LABTEST, PATIENT2				
				1380	Chloride, Serum	96	L
				1670	Potassium, Serum	2.0	LC
				1690	Sodium, Serum	148	H
				CO2	CARBON DIOXIDE	45	HC
LT_1883	10/27/2010	2	LABTEST, PATIENT2				
				1690	Sodium, Serum	132	L
LT_1889	10/28/2010	2	LABTEST, PATIENT2				
				1670	Potassium, Serum	3.4	L
LT_1861	10/05/2010	193	LIFEPOINT, PATIENTA A				
				1160	AMYLASE, SERUM	150.0	H
LT_1876	10/27/2010	1000	LABTEST, PATIENT1 L				
				1160	AMYLASE, SERUM	100.1	H
LT_1877	10/27/2010	1000	LABTEST, PATIENT1 L				
				1160	AMYLASE, SERUM	300.0	HC
LT_1878	10/27/2010	1000	LABTEST, PATIENT1 L				
				1160	AMYLASE, SERUM	96.5	H

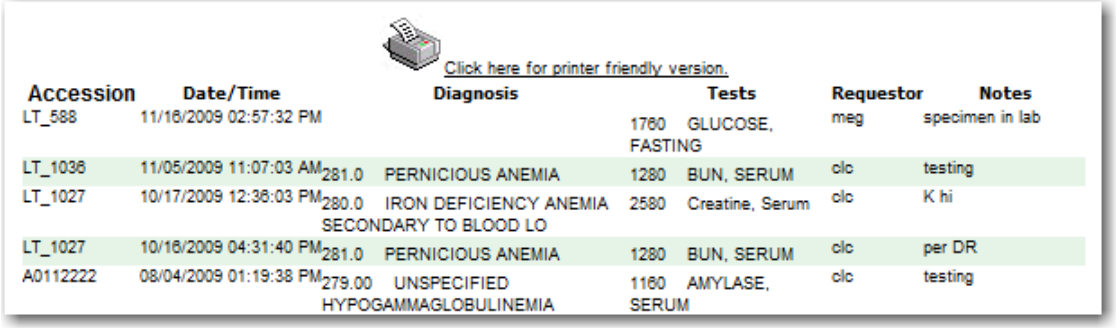
2. Actions available on the Abnormal Results List page:
   a. Select the 'Click here for printer friendly version' hyperlink to view or print a printer friendly version of the report.
   b. Select the 'Accession' hyperlink to view the detail result view of the entire accession.

B. Add-On List

1. The Add-On list is a complete list of all tests that have been added to existing accessions using the Add Test function.



2. Select the 'Submit' button to generate the report.

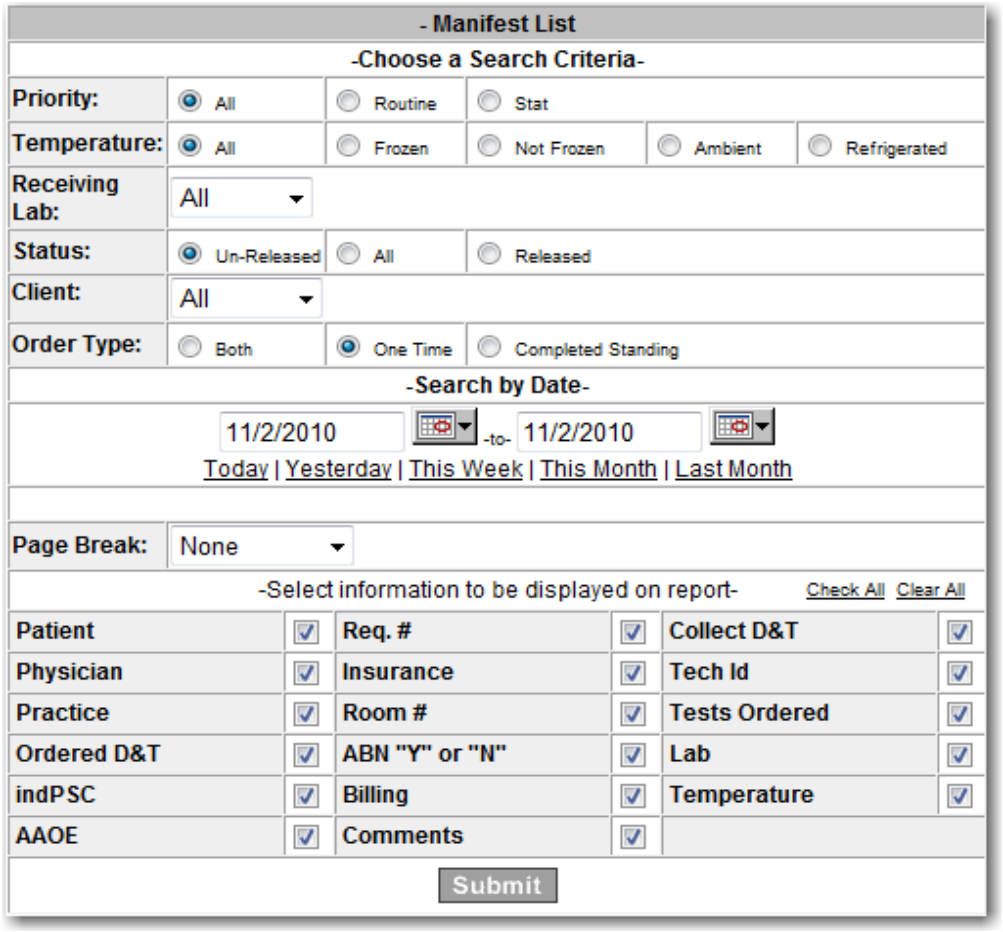


Click here for printer friendly version.

Accession	Date/Time	Diagnosis		Tests		Requestor	Notes
LT_588	11/16/2009 02:57:32 PM			1760	GLUCOSE, FASTING	meg	specimen in lab
LT_1036	11/05/2009 11:07:03 AM	281.0	PERNICIOUS ANEMIA	1280	BUN, SERUM	clc	testing
LT_1027	10/17/2009 12:36:03 PM	280.0	IRON DEFICIENCY ANEMIA SECONDARY TO BLOOD LO	2580	Creatine, Serum	clc	K hi
LT_1027	10/16/2009 04:31:40 PM	281.0	PERNICIOUS ANEMIA	1280	BUN, SERUM	clc	per DR
A0112222	08/04/2009 01:19:38 PM	279.00	UNSPECIFIED HYPOGAMMAGLOBULINEMIA	1160	AMYLASE, SERUM	clc	testing

3. Select the 'Click here for printer friendly version' hyperlink to view or print a printer friendly version of the report.

C. Manifest List


- Manifest List
-Choose a Search Criteria-
Priority: All Routine Stat
Temperature: All Frozen Not Frozen Ambient Refrigerated
Receiving Lab: All
Status: Un-Released All Released
Client: All
Order Type: Both One Time Completed Standing
-Search by Date-
11/2/2010 -to- 11/2/2010
Today | Yesterday | This Week | This Month | Last Month
Page Break: None
-Select information to be displayed on report- Check All Clear All
Patient Req. # Collect D&T
Physician Insurance Tech Id
Practice Room # Tests Ordered
Ordered D&T ABN "Y" or "N" Lab
indPSC Billing Temperature
AAOE Comments
Submit

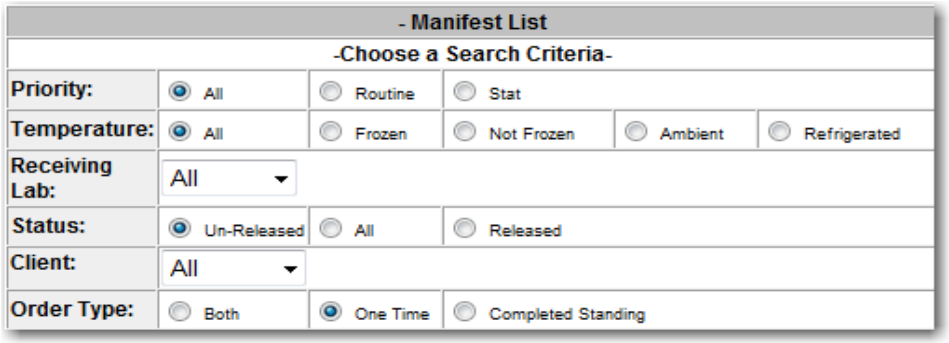
About the Manifest List

- The Manifest List is a list of all tests that were ordered during the date range selected and the search criteria chosen. It is sorted by date and requisition #. It is the 'packing slip' that will be sent to the lab with the specimens. An additional copy can also be printed for the office.
- The default selections that appear on the page are set for the user on the User Profile tab in either User Mode or Admin Mode. This will be discussed later in this manual.
- Requisitions can be reprinted from the Manifest List.

Actions Available in the Manifest List Function

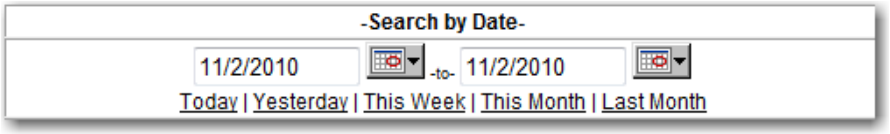
1. Select the Search Criteria of orders to be included on the Manifest List
2. Select the Date Range to be included on the Manifest List
3. Select the Information to be displayed on the Manifest List
4. Select whether you would like a page break to be inserted
5. View or Print an individual requisition
6. Print /Transmit the Manifest List and print requisitions

1. Select the Search Criteria for Orders to be Included on the Manifest List:

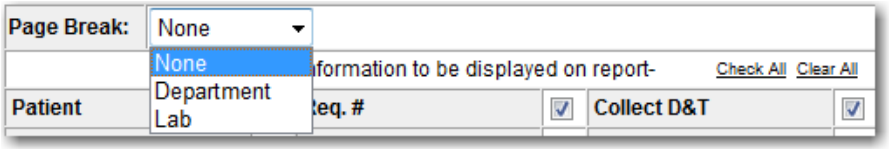

- Manifest List
-Choose a Search Criteria-
Priority: All Routine Stat
Temperature: All Frozen Not Frozen Ambient Refrigerated
Receiving Lab: All
Status: Un-Released All Released
Client: All
Order Type: Both One Time Completed Standing

   a. Priority - Select the Priority of the items to be included on the report.
   b. Temperature – Select the temperature of the orders to be included on the report. The temperature must be entered in the Temperature field in the Test Dictionary in Admin Mode for this functionality to work.
   c. Receiving Lab – Select the Receiving Lab to pull the report for.
   d. Status - The orders will be at the 'Un-Released' status until you release them. Once they have been released they will only appear under the status of 'All' or 'Released'.
   e. Client - This function allows a multiple access user (this includes a super-user) to select 'All', or a specific client mnemonic to pull the report for. The accounts the user has access to will appear in the dropdown list provided.
   f. Order Type - This field will only display if the Standing Orders function is enabled. It allows the user to pull up a separate list for one time and standing orders.

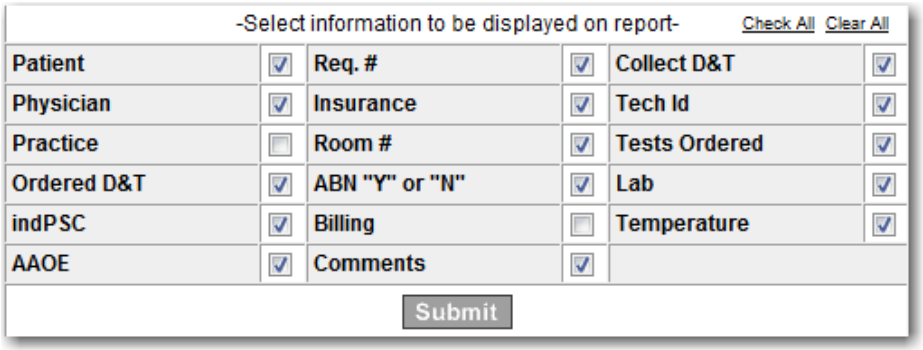
2. Select the Date Range to pull the Manifest List for by using the free text boxes, the calendars, or the quick-pick links available.



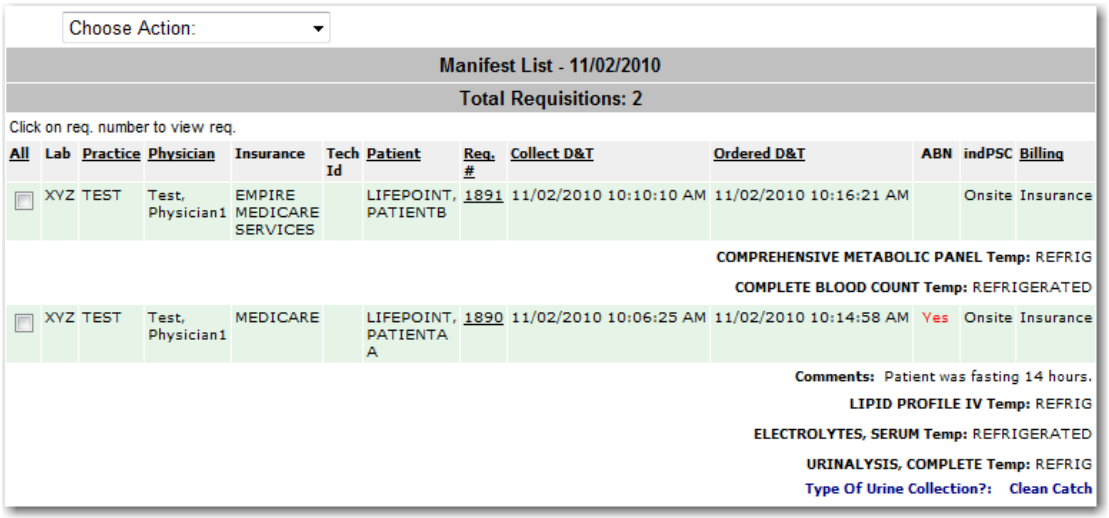
3. Select whether you would like a page break to be inserted.



4. Select the information to be displayed on the Manifest List.



a. The default selections that display are selected for a user in Admin Mode. These selections may be changed by the user, but they will only affect the Manifest List that is currently being generated. Permanent changes must be made in Admin Mode.
b. For the 'AAOE' field to be displayed the 'Tests Ordered' field must also be set to display.
c. Select the 'Submit' button. The Manifest List will be created and will display on the screen.


Choose Action:

Manifest List - 11/02/2010

Total Requisitions: 2

Click on req. number to view req.

All	Lab	Practice	Physician	Insurance	Tech Id	Patient	Req. #	Collect D&T	Ordered D&T	ABN	indPSC	Billing
☐	XYZ	TEST	Test, Physician1	EMPIRE MEDICARE SERVICES		LIFEPOINT, PATIENTB	1891	11/02/2010 10:10:10 AM	11/02/2010 10:16:21 AM		Onsite	Insurance
									COMPREHENSIVE METABOLIC PANEL Temp: REFRIG			
									COMPLETE BLOOD COUNT Temp: REFRIGERATED			
☐	XYZ	TEST	Test, Physician1	MEDICARE		LIFEPOINT, PATIENTAA	1890	11/02/2010 10:06:25 AM	11/02/2010 10:14:58 AM	Yes	Onsite	Insurance
									Comments: Patient was fasting 14 hours.			
									LIPID PROFILE IV Temp: REFRIG			
									ELECTROLYTES, SERUM Temp: REFRIGERATED			
									URINALYSIS, COMPLETE Temp: REFRIG			
									Type Of Urine Collection?: Clean Catch			

5. View or print an individual requisition by selecting the Req. # hyperlink.

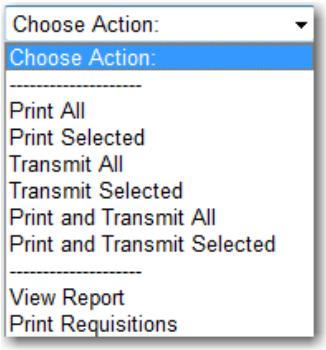
Manifest List - 11/02/2010

Total Requisitions: 2

Click on req. number to view req.

All	Lab	Practice	Physician	Insurance	Tech Id	Patient	Req. #	Collect D&T	Ordered D&T	ABN	indPSC	Billing
☐	XYZ	TEST	Test, Physician1	EMPIRE MEDICARE SERVICES		LIFEPOINT, PATIENTB	1891	11/02/2010 10:10:10 AM	11/02/2010 10:16:21 AM		Onsite	Insurance
									COMPREHENSIVE METABOLIC PANEL Temp: REFRIG			
									COMPLETE BLOOD COUNT Temp: REFRIGERATED			

6. Print/Transmit the Manifest List and Reprint Requisitions by selecting from the Choose Action dropdown box at the top of the page.



a. Print All: The Manifest List will print with all orders included.
b. Print Selected: The Manifest List will print with only the selected orders included.
c. Transmit All: All orders on the Manifest List will be transmitted via the interface. This also removes the orders from the 'Un-Released' status and puts them at the 'Released'

status. Even if you do not have an orders interface this is a good way to clear the Manifest List for the next set of 'Un-Released' orders.

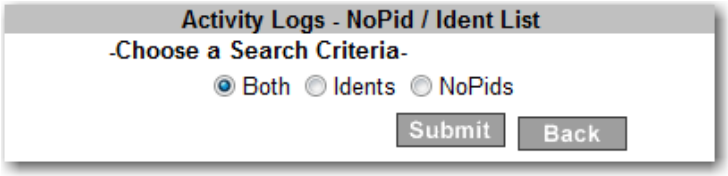
d. Transmit Selected: The selected orders will be transmitted via the interface. This also removes the orders from the 'Un-Released' status and puts them at the 'Released' status.
e. Print and Transmit All: The Manifest List will print with all orders included and will also transmit the orders via the interface. This also removes the orders from the 'Un-Released' status and puts them at the 'Released' status.
f. Print and Transmit Selected: The Manifest List will print with only the selected orders included and will also transmit those orders via the interface. This also removes the orders from the 'Un-Released' status and puts them at the 'Released' status.
g. View Report: The Manifest List will display in a print friendly version.
h. Print Requisitions: The requisitions that are selected will print. If unprompted printing of requisitions has been enabled for the user, the requisitions will automatically print with no prompt windows displayed.

D. NoPID/Ident List

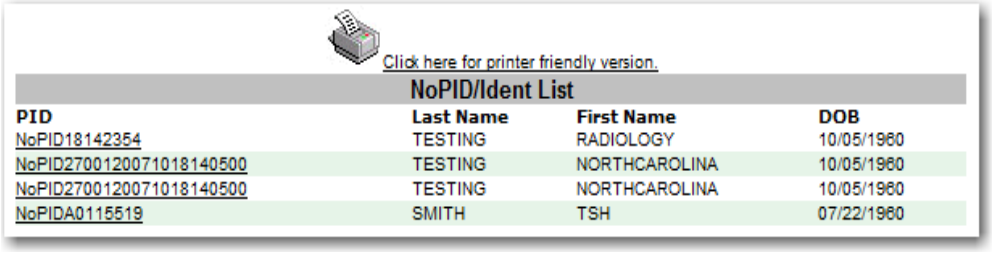
About the NoPID /Ident List

- The NoPID/Ident List is a list of inbound patient records that did not match up with an existing patient in Lifepoint. This list is a part of some Patient Matching Options, and the patient records that appear on the list depend on the Patient Matching Criteria that has been chosen. Not all of the Patient Matching Criteria create an entry on this list.

1. Enter search criteria and select the 'Submit' button.

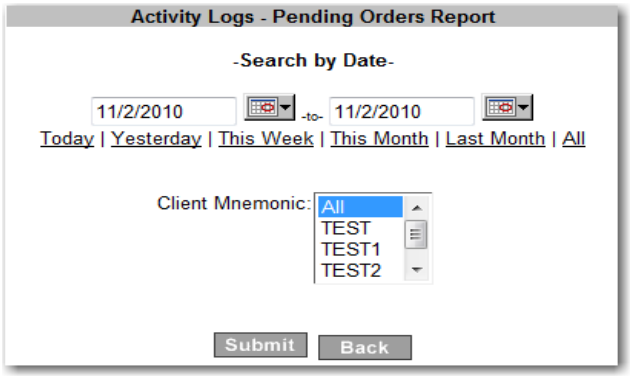


2. A list of entries fitting the search criteria will be displayed.

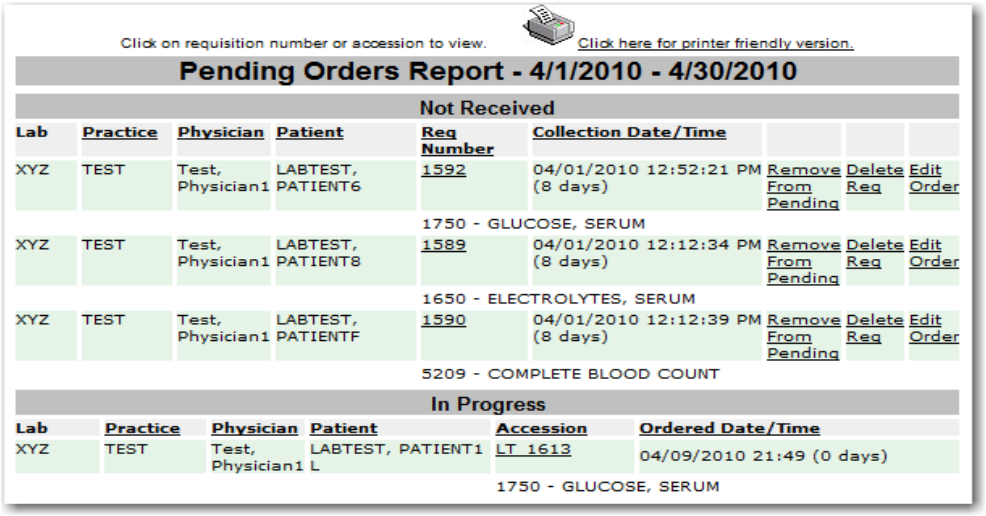


3. Actions available on the NoPID/Ident List page:
   a. Select the 'Click here for printer friendly version' hyperlink to view or print a printer friendly version of the report.
   b. Select the 'PID' hyperlink to be directed to the Patient History page of the patient.

E. Pending Orders Report



1. Select the date range by using the free text boxes, the calendars, or one of the quick-pick links provided.
2. The client mnemonics that the user has access to will be listed in the Client Mnemonic dropdown box provided. To select multiple mnemonics hold down the shift or control key and make your selections.
3. Select the 'Submit' button.
4. All orders at the 'Pending' status for the time period selected will display on the screen.



Click on requisition number or accession to view. Click here for printer friendly version.

Pending Orders Report - 4/1/2010 - 4/30/2010

Not Received

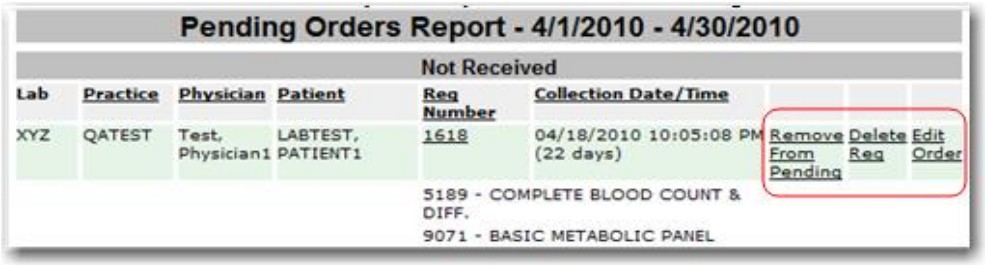
Lab	Practice	Physician	Patient	Req Number	Collection Date/Time			
XYZ	TEST	Test, Physician1	LABTEST, PATIENT6	1592	04/01/2010 12:52:21 PM (8 days)	Remove From Pending	Delete Req	Edit Order
				1750 - GLUCOSE, SERUM				
XYZ	TEST	Test, Physician1	LABTEST, PATIENT8	1589	04/01/2010 12:12:34 PM (8 days)	Remove From Pending	Delete Req	Edit Order
				1650 - ELECTROLYTES, SERUM				
XYZ	TEST	Test, Physician1	LABTEST, PATIENTF	1590	04/01/2010 12:12:39 PM (8 days)	Remove From Pending	Delete Req	Edit Order
				5209 - COMPLETE BLOOD COUNT				

In Progress

Lab	Practice	Physician	Patient	Accession	Ordered Date/Time
XYZ	TEST	Test, Physician1 L	LABTEST, PATIENT1	LT 1613	04/09/2010 21:49 (0 days)
				1750 - GLUCOSE, SERUM	

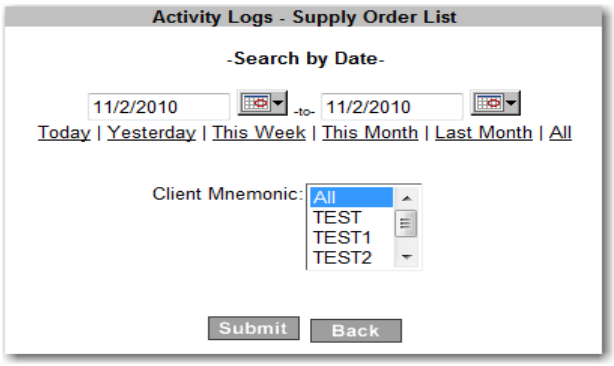
5. There are two sections of the Pending Orders Report:
   a. Not-Received – The order has been placed in Lifepoint but no status update has been received from the lab.
   b. In Progress – The order is in-progress at the Lab but all of the results are not at a final status. When all of the results for the accession are 'Final' the accession will be removed from the Pending Orders Report.
6. Actions available on the Pending Orders Report page:
   a. Select the 'Click here for printer friendly version' hyperlink to view or print a printer friendly version of the report.
   b. Select the 'Requisition #' hyperlink to view and print the requisition.
   c. Select the 'Accession #' hyperlink to be directed to the detail result view of the accession.

7. Additional functionality is available from Lifepoint while the order is at the 'Not Received' status. If it has been enabled for your site you will have the following functions available:

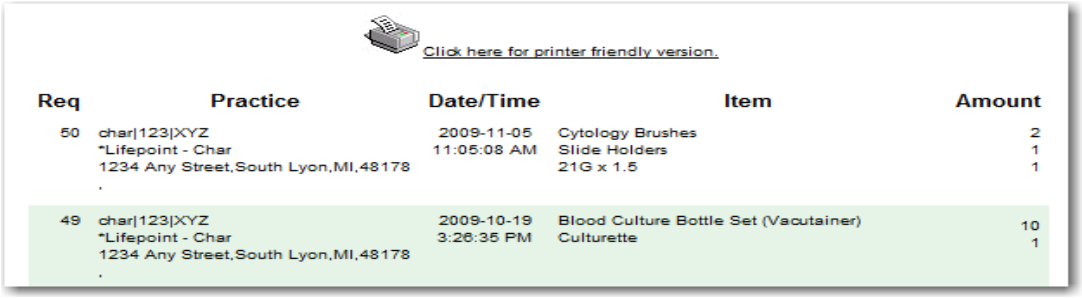


   a. Select the 'Remove from Pending' hyperlink to remove the requisition from pending. This will remove the requisition from the Not Received section of Patient History and from the Pending Orders Report. The requisition will still exist in the memory of the system for duplicate order checking, and on the Manifest List.
   b. Select the 'Delete Req' hyperlink to delete all history of the requisition.
   c. Select the 'Edit Order' hyperlink to be returned to the Order Review screen to edit the order.

F. Supply Order List

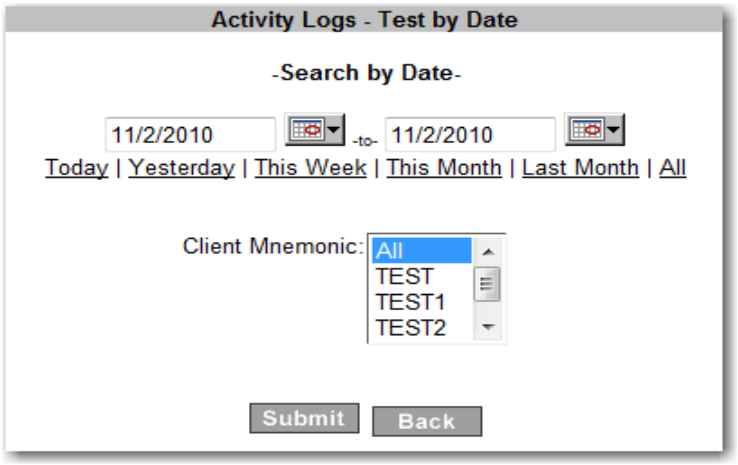


1. Select the date range by using the free text boxes, the calendars, or one of the quick-pick links provided.
2. The client mnemonics that the user has access to will be listed in the Client Mnemonic dropdown box provided. To select multiple mnemonics hold down the shift or control key and make your selections.
3. A report of the supplies that the selected offices ordered for the time period selected will appear on the screen.



4. Select the 'Click here for printer friendly version' hyperlink to view or print a printer friendly version of the report.

G. Tests by Date



1. Select the date range by using the free text boxes, the calendars, or one of the quick-pick links provided.
2. The client mnemonics that the user has access to will be listed in the Client Mnemonic dropdown box provided. To select multiple mnemonics hold down the shift or control key and make your selections.
3. A list of tests that were ordered by the selected practices for the date range selected will display. This report is driven by the results received, so if a result has not yet been loaded for the test it will not appear on the list.

Click here for printer friendly version.

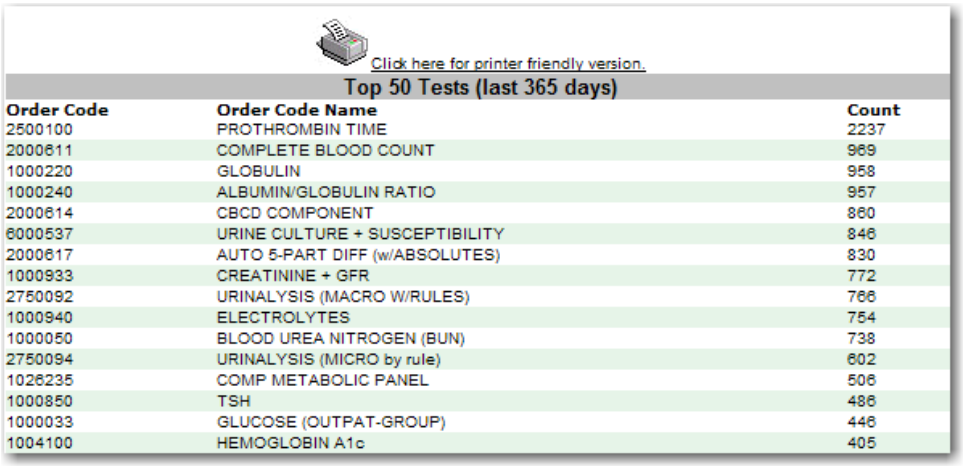
Tests By Date for 04/01/2008-04/30/2008

Order Code	Order Code Name	Count
2500100	PROTHROMBIN TIME	137
2000611	COMPLETE BLOOD COUNT	92
1000220	GLOBULIN	87
1000240	ALBUMIN/GLOBULIN RATIO	87
6000537	URINE CULTURE + SUSCEPTIBILITY	83
2750092	URINALYSIS (MACRO W/RULES)	79
2000614	CBCD COMPONENT	65
2000617	AUTO 5-PART DIFF (w/ABSOLUTES)	65
2750094	URINALYSIS (MICRO by rule)	61
1000050	BLOOD UREA NITROGEN (BUN)	50
1026235	COMP METABOLIC PANEL	50
1000850	TSH	49
1000933	CREATININE + GFR	48
1004100	HEMOGLOBIN A1c	47
1000164	LIPID PROFILE (BILL @ GROUP)	43
1000940	ELECTROLYTES	42
1000860	FREE T4	34
1000033	GLUCOSE (OUTPAT-GROUP)	32

4. Select the 'Click here for printer friendly version' hyperlink to view or print a printer friendly version of the report.

H. Top 50 Tests

1. No search criteria exist for this report so once the function is selected the list will automatically display on the screen.



Click here for printer friendly version.

Top 50 Tests (last 365 days)

Order Code	Order Code Name	Count
2500100	PROTHROMBIN TIME	2237
2000611	COMPLETE BLOOD COUNT	969
1000220	GLOBULIN	958
1000240	ALBUMIN/GLOBULIN RATIO	957
2000614	CBCD COMPONENT	860
6000537	URINE CULTURE + SUSCEPTIBILITY	846
2000617	AUTO 5-PART DIFF (w/ABSOLUTES)	830
1000933	CREATININE + GFR	772
2750092	URINALYSIS (MACRO W/RULES)	766
1000940	ELECTROLYTES	754
1000050	BLOOD UREA NITROGEN (BUN)	738
2750094	URINALYSIS (MICRO by rule)	602
1026235	COMP METABOLIC PANEL	506
1000850	TSH	486
1000033	GLUCOSE (OUTPAT-GROUP)	446
1004100	HEMOGLOBIN A1c	405

2. The report contains the top 50 tests ordered by this practice in the last 365 days. This report is driven by the results received so if a result has not yet been loaded for the test it will not appear on the list.
3. Select the 'Click here for printer friendly version' hyperlink to view or print a printer friendly version of the report.

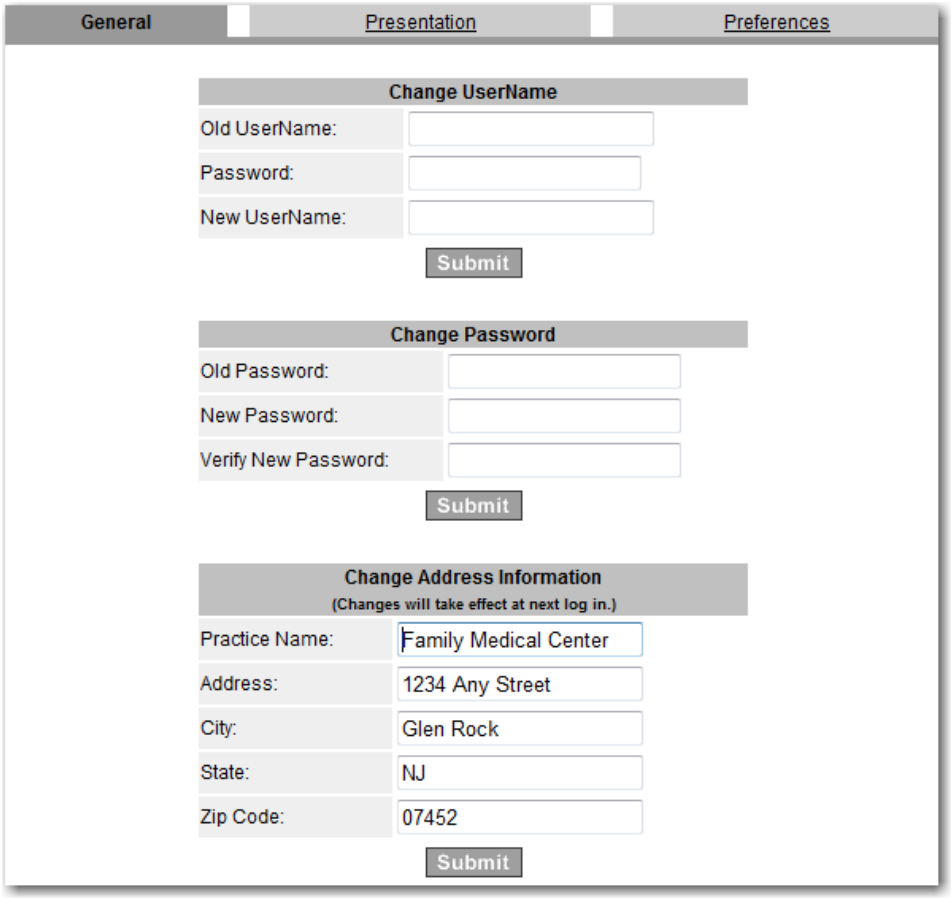
Chapter 6 | PRACTICE OPTIONS

I. USER PROFILE

Actions Available on the User Profile Page

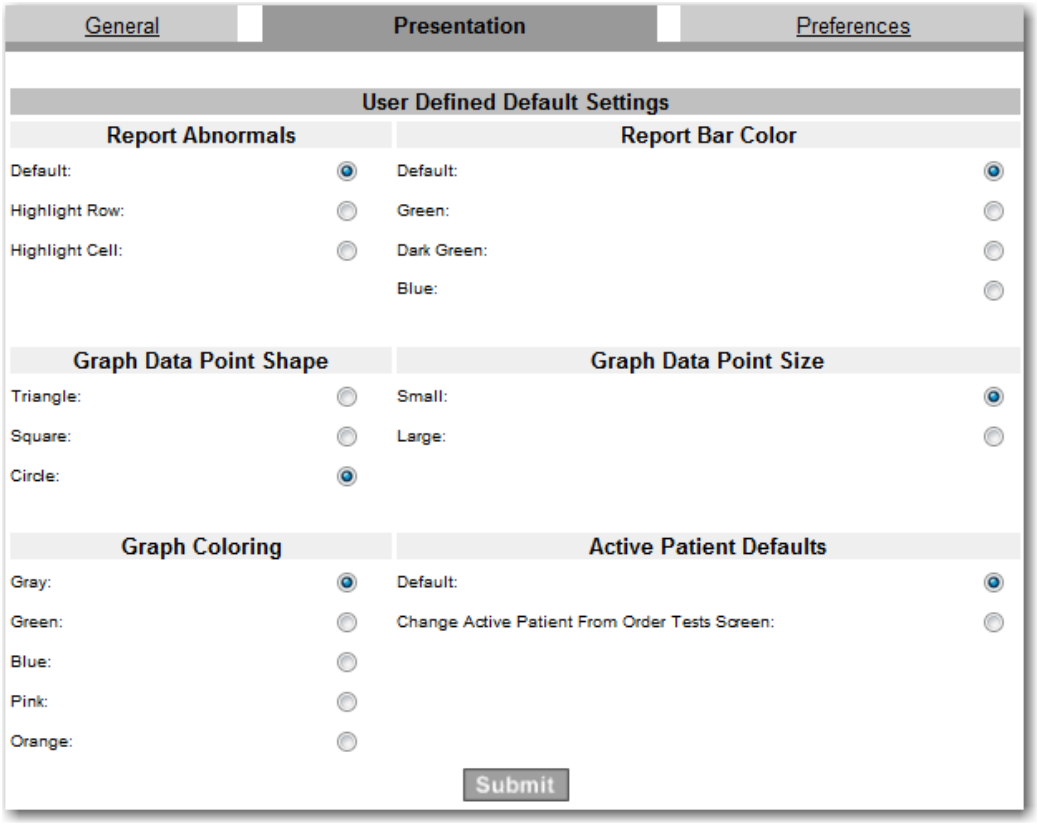
A. Edit General User Information (UserName, Password, Address)
B. Select Presentation Options
C. Select Preferences for Inbox Display and Print Options

A. General Information Screen



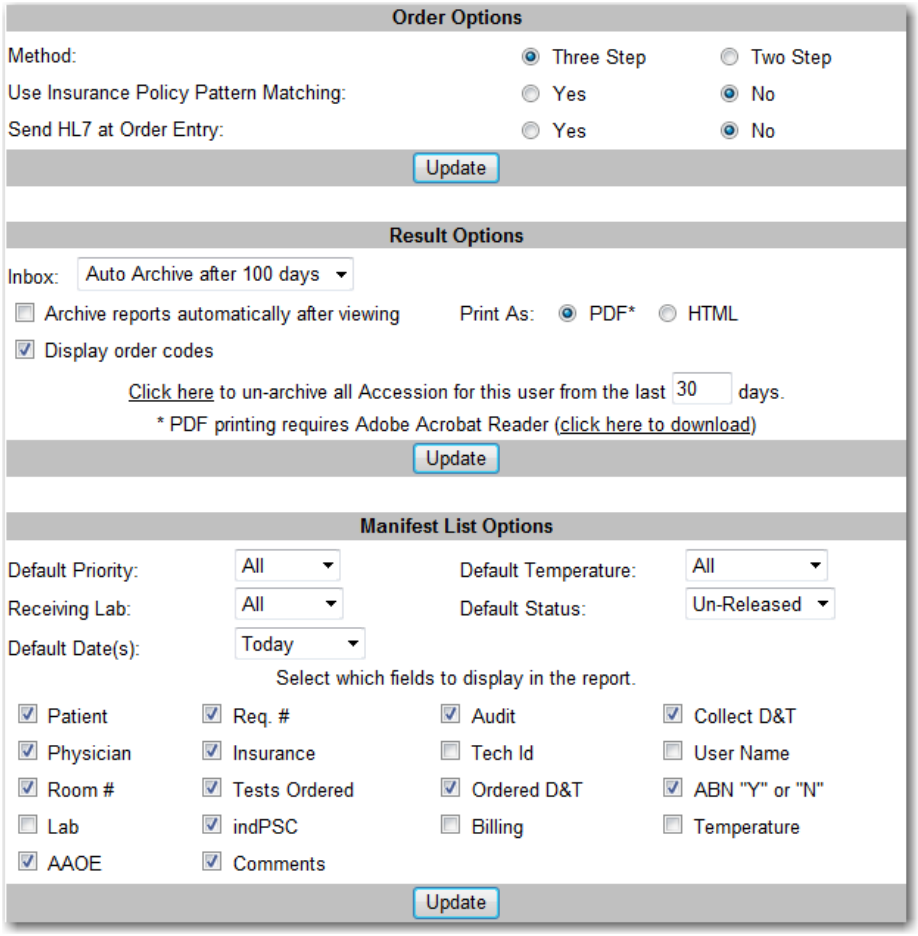
1. The General Information screen allows the user to change their User Name, Password and Address Information.
2. After the information has been entered, select the 'Submit' button to save the entries.

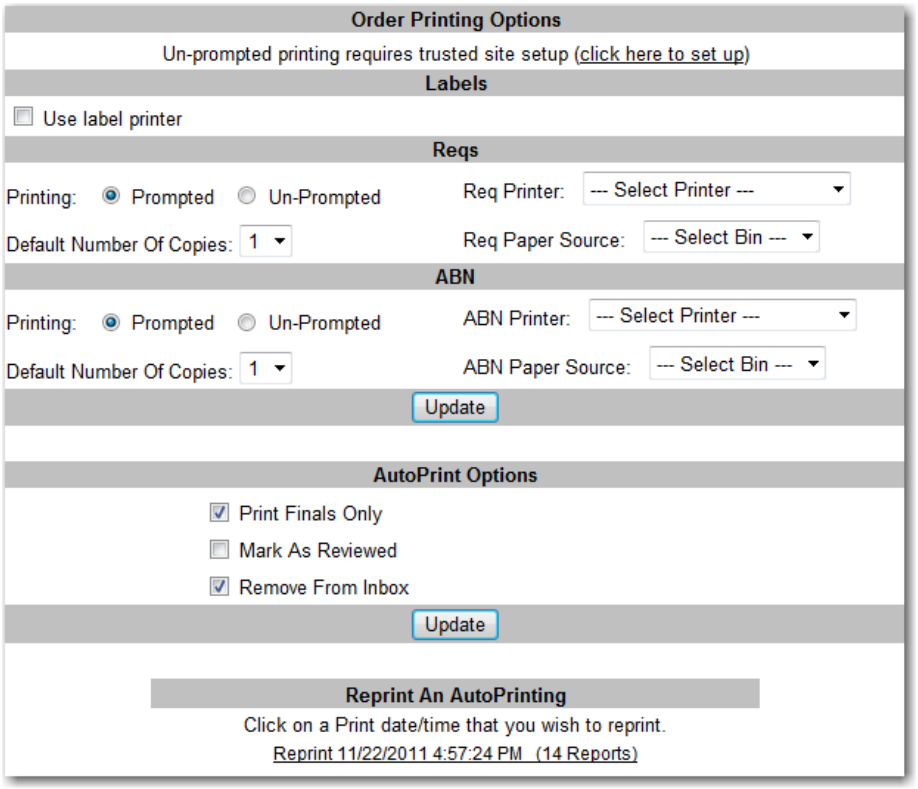
B. Presentation Screen



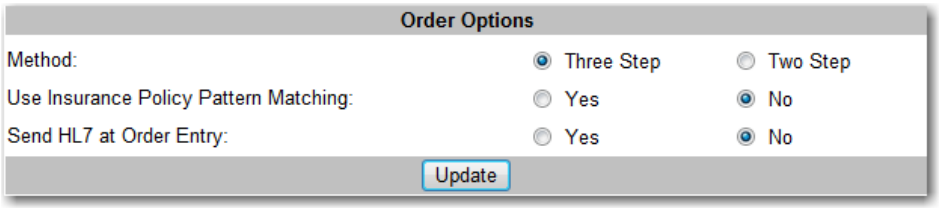
1. The Presentation screen allows the user to define how results will appear on the screen and printed report. Changes that are made to this screen will become the default for the user, and will persist after log out.
   a. Report Abnormals defines the type of highlighting for abnormal values on the screen and on the printed report.
   b. Report Bar Color defines the color of the report bar on the screen.
   c. Graph Data Point Shape, Graph Data Point Size, and Graph Coloring define the appearance of the data points and background of the Cumulative Graph.
2. The Active Patient Defaults selection determines whether the patient will remain in the Active Patient Header after an order is submitted.
   a. The default is that the Active Patient will remain displayed in the Active Patient header after the 'Submit' button is selected on the Order Review screen.
   b. To have the Active Patient removed after the order is submitted, select the 'Change Active Patient From Order Tests Screen' radio button.
3. Select the 'Submit' button to save your changes.

C. Preferences Screen



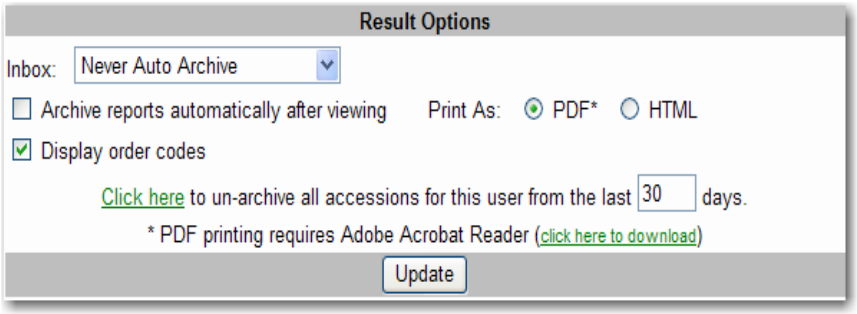

Order Printing Options
Un-prompted printing requires trusted site setup (click here to set up)
Labels
Use label printer
Reqs
Printing: Prompted Un-Prompted
Req Printer: --- Select Printer ---
Default Number Of Copies: 1
Req Paper Source: --- Select Bin ---
ABN
Printing: Prompted Un-Prompted
ABN Printer: --- Select Printer ---
Default Number Of Copies: 1
ABN Paper Source: --- Select Bin ---
Update
AutoPrint Options
Print Finals Only
Mark As Reviewed
Remove From Inbox
Update
Reprint An AutoPrinting
Click on a Print date/time that you wish to reprint.
Reprint 11/22/2011 4:57:24 PM (14 Reports)

1. Order Options

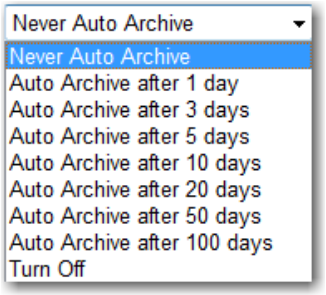


   a. Method:
      1) Three Step ordering is the default. It includes the Patient Info, Common Tests, Common Diagnosis, and Order Review screens.
      2) Two Step ordering includes the Common Tests/Common Diagnosis screen and the Order Review screen.
   b. Use Insurance Policy Pattern Matching: Insurance Policy Pattern Matching is an optional feature of Lifepoint that works along with the Assign Insurance to Foreign Lab functionality. It allows the redirection of the order to be governed not only by the insurance, but also by the Policy # of the insurance.
   c. Send HL7 at Order Entry:
      1) If orders are interfaced the order can be sent either when 'Transmit' is selected on the Manifest List (this is the default), or when the 'Order' button is selected on the Order Review screen.
      2) Select the Send HL7 at Order Entry 'Yes' radio button if you wish the order to be sent when the 'Submit' button is selected on the Order Review screen.
   d. Select the 'Update' button at the bottom of this section to save any changes.

2. Result Options

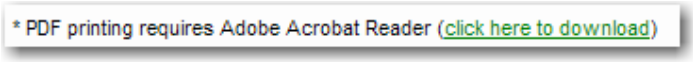

Result Options
Inbox:
Never Auto Archive
Archive reports automatically after viewing
Print As:
PDF*
HTML
Display order codes
Click here to un-archive all accessions for this user from the last 30 days.
* PDF printing requires Adobe Acrobat Reader (click here to download)
Update

   a. Inbox
      1) Select the Inbox options for the user from the dropdown box provided. The option 'Turn Off' turns off the Inbox.

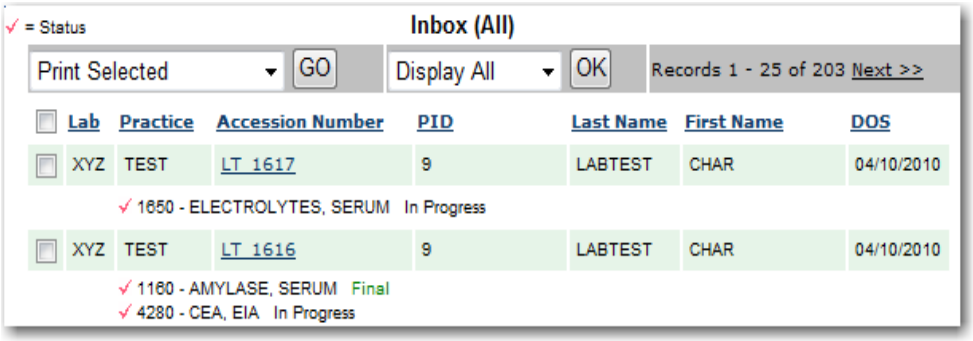

Never Auto Archive
Never Auto Archive
Auto Archive after 1 day
Auto Archive after 3 days
Auto Archive after 5 days
Auto Archive after 10 days
Auto Archive after 20 days
Auto Archive after 50 days
Auto Archive after 100 days
Turn Off

2) Select the 'Archive reports automatically after viewing' checkbox for the reports to be automatically archived once they have been viewed. The results will be archived for all users of the practice.

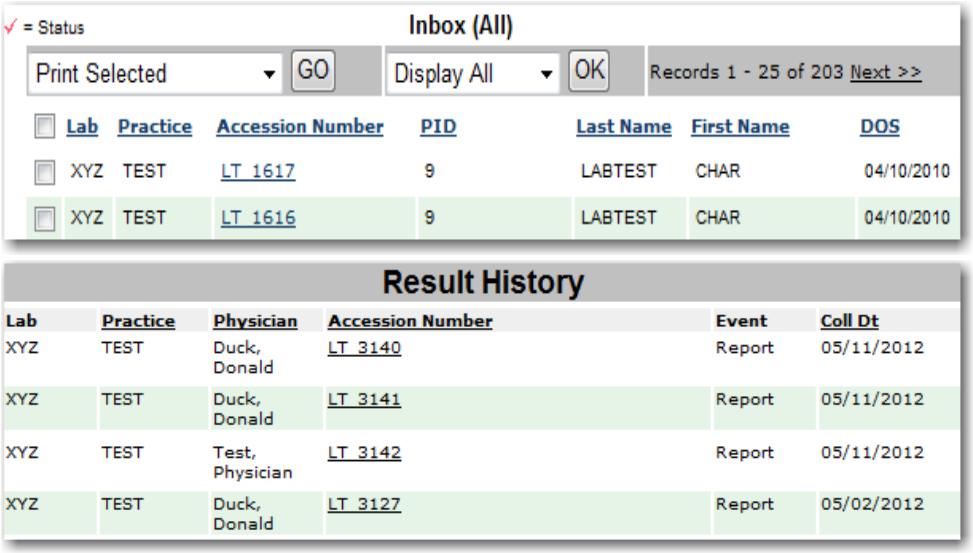
b. Print As
   1) The default for printing is PDF.
   2) PDF printing requires Adobe Acrobat Reader. If the Adobe Acrobat program does not already exist on the PC select the 'click here to download' hyperlink.



c. Display Order Codes
   1) The default display for the Inbox includes patient information, accession information, and the order codes and names.

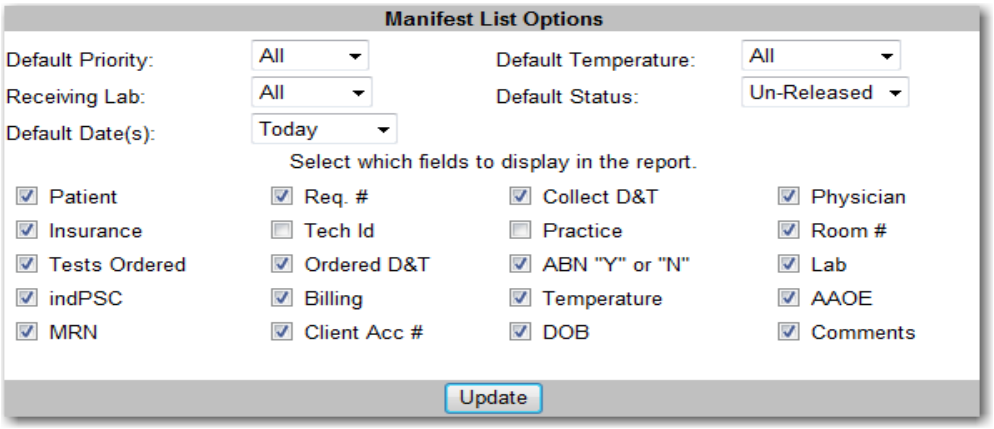


   2) If the 'Display Order Codes' checkbox is unchecked, the order codes and names will not be displayed in the Inbox or the Result History section of Patient History.



d. Select the 'Click here to un-archive all accessions for this user from the last "#" of days' to un-archive accessions for this user and return them to the Inbox.
e. PDF printing requires Adobe Acrobat Reader. If Adobe Acrobat Reader has not been set up for this user, select the 'click here to download' hyperlink to set it up.
f. Select the 'Update' button at the bottom of this section to save any changes.

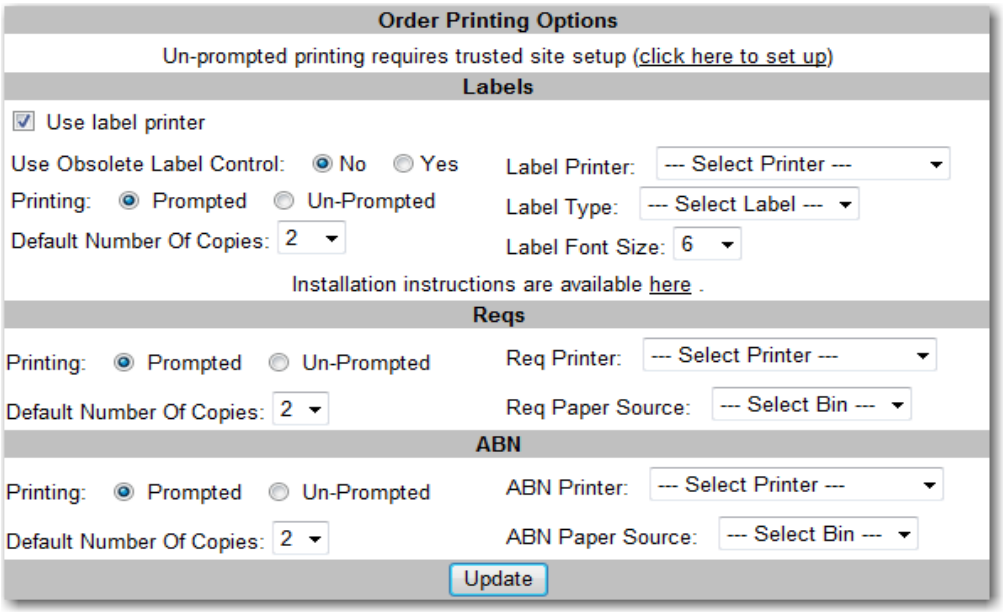
3. Manifest List Options



a. Select the default settings for the User's Manifest List report.

b. Select the 'Update' button at the bottom of this section to save any changes.

4. Order Printing Options


Order Printing Options
Un-prompted printing requires trusted site setup (click here to set up)
Labels
Use label printer
Use Obsolete Label Control: No Yes
Label Printer: --- Select Printer ---
Printing: Prompted Un-Prompted
Label Type: --- Select Label ---
Default Number Of Copies: 2
Label Font Size: 6
Installation instructions are available here .
Reqs
Printing: Prompted Un-Prompted
Req Printer: --- Select Printer ---
Default Number Of Copies: 2
Req Paper Source: --- Select Bin ---
ABN
Printing: Prompted Un-Prompted
ABN Printer: --- Select Printer ---
Default Number Of Copies: 2
ABN Paper Source: --- Select Bin ---
Update

a. Prompted printing

1) The default for printing labels, requisitions and ABN's is 'Prompted'.

2) Prompted printing means that a print confirmation window will be displayed for the user to verify the printer and the number of copies to be printed.

b. Unprompted printing

1) Unprompted printing means that the print confirmation window will not be displayed and the label, requisition or ABN will automatically print.

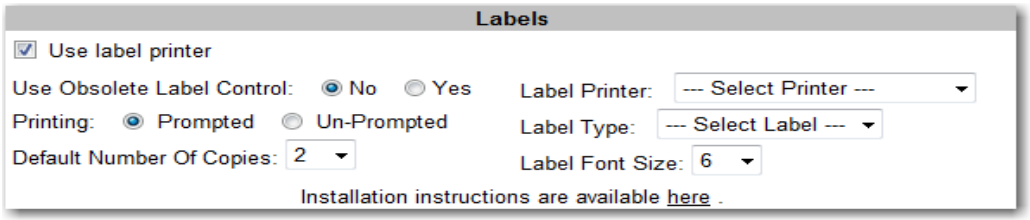
2) If unprompted printing is selected a default printer, and the default number of copies will need to be selected.

3) If unprompted printing is selected Lifepoint needs to be set up as a trusted site. To set up Lifepoint as a trusted site, select the 'click here to set up' hyperlink.

c. Labels

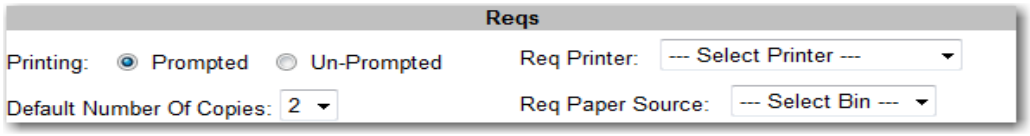
1) Select the “Use label printer” checkbox.

Additional fields will then be displayed.


Labels
Use label printer
Use Obsolete Label Control: No Yes
Printing: Prompted Un-Prompted
Default Number Of Copies: 2
Label Printer: --- Select Printer ---
Label Type: --- Select Label ---
Label Font Size: 6
Installation instructions are available here .

2) Use Obsolete Label Control
   a) ‘No’ is the default. This will allow you to use the latest setup options.
   b) ‘Yes’ is available only for legacy label printers.
3) The default is ‘Prompted’.
4) If ‘Un-Prompted’ is selected:
   a) Lifepoint will need to be set up as a trusted site (see hyperlink at the top section of the page). If Lifepoint has already been set up as a trusted site for this user it will not need to be done again.
   b) The Label Printer will need to be selected from the dropdown box provided.
   c) The Label Type will need to be selected from the dropdown box provided.
   d) The Label Font Size will need to be selected from the dropdown box provided.
   e) The Default Number of Copies will need to be selected from the dropdown box provided.
5) A complete description of this section of the screen is included in the Lifepoint.com Label Printer Installation Guide, which is available by selecting the 'Installation instructions are available here.' hyperlink at the bottom of this section of the screen.
6) Select the ‘Update’ button at the bottom of this section to save any changes.
7) A complete description of this section of the screen is included in the Lifepoint.com Label Printer Installation Guide. If you would like a copy of this guide please contact your Account Manager.

d. Reqs

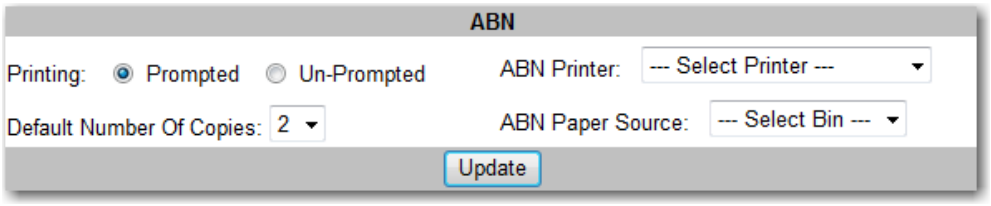


1) The default is ‘Prompted’.
2) If ‘Un-Prompted’ is selected:
   a) Lifepoint will need to be set up as a trusted site (see hyperlink at the top section of the page). If Lifepoint has already been set up as a trusted site for this user it will not need to be done again.
   b) Select the Req Printer from the dropdown box provided.
   c) Select the Req Paper Source from the dropdown box provided.

d) Select the Default Number of Copies from the dropdown box provided.

3) Select the 'Update' button at the bottom of this section to save any changes.

e. ABN



1) The default is 'Prompted'.

2) If 'Un-Prompted' is selected:

a) Lifepoint will need to be set up as a trusted site (see hyperlink at the top section of the page). If Lifepoint has already been set up as a trusted site for this user it will not need to be done again.

b) Select the ABN Printer from the dropdown box provided.

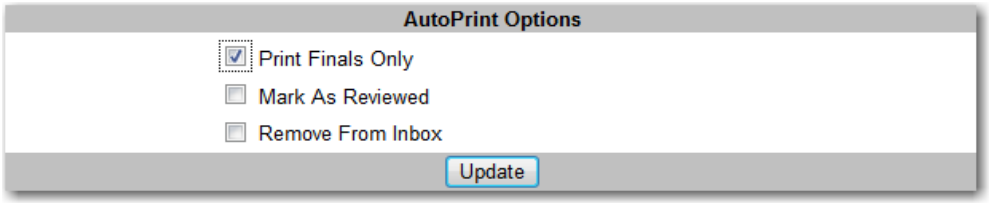
c) Select the ABN Paper Source from the dropdown box provided.

d) Select the Default Number of Copies from the dropdown box provided.

3) Select the 'Update' button at the bottom of this section to save any changes.

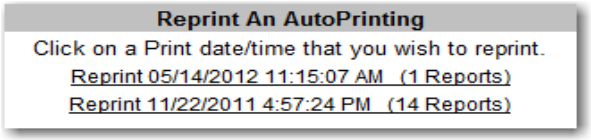
5. AutoPrint Options

a. AutoPrint is set up to run through a user. If AutoPrint will be running thru this user, select from the options listed.



b. Select the 'Update' button at the bottom of this section to save any changes.

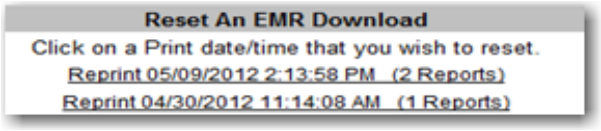
6. Reprint An AutoPrinting


Reprint An AutoPrinting
Click on a Print date/time that you wish to reprint.
Reprint 05/14/2012 11:15:07 AM (1 Reports)
Reprint 11/22/2011 4:57:24 PM (14 Reports)

a. If AutoPrint is running through this user a list of past AutoPrint runs will be displayed.

b. Select the date/time hyperlink of the run you would like to reprint. All reports for that run will be reprinted.

7. Reset An EMR Download


Reset An EMR Download
Click on a Print date/time that you wish to reset.
Reprint 05/09/2012 2:13:58 PM (2 Reports)
Reprint 04/30/2012 11:14:08 AM (1 Reports)

a. If an EMR is running through this user a list of past EMR downloads will be displayed.

b. Select the date/time hyperlink of the run you would like to reset. All reports for that run will be reset.

II. SUB-USER MANAGEMENT

About Sub-User Management

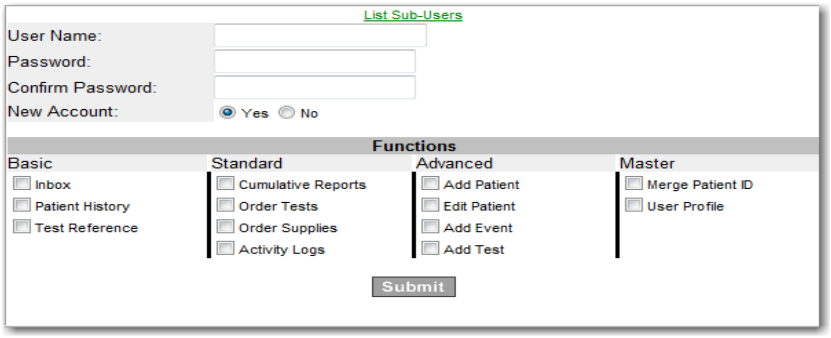
- When creating a sub-user you will be able to limit the functions the sub-user has access to use. Only the functions that the sub-user is given access to will display in the Navigation Bar.
- Sub-Users are created under a user, and will automatically have the following screens from the user copied into them when they are created:
  - Everything that currently exists on the user's Common Codes screens (Common Tests, Common Diagnosis, Common Insurance and Custom Profiles).
  - Everything that currently exists on the user's Practice Codes screens (Assign Test to Lab, Add a Physician, Add a CC Favorite, Add a Phlebotomist, and Add a Technician).
  - Everything that currently exists on the user's Demographics page except the Name and eMail Address fields. (There is an option available from Lifepoint that will also copy the Name field.)
  - The Manifest List options that are currently selected on the user's User Profile page.

  Any changes made to those screens after the sub-user is created will need to be copied into the sub-user(s) using the 'Copy Settings to Selected Sub-User(s) function.
- Any additional screens that you would like to have copied from the user into the sub-user will need to be copied using the 'Copy Settings to Selected Sub-User(s) functionality.
- A sub-user can be created, deleted, edited, or have their password changed in Sub-User Management.
- A sub-user can only be disabled thru Admin Mode.

Functions Available in Sub-User Management

A. Create a Sub-User
B. Change Password or Edit Functions Sub-User Has Access To
C. Delete a Sub-User
D. Copy Settings to Selected Sub-User(s)

A. Create a Sub-User

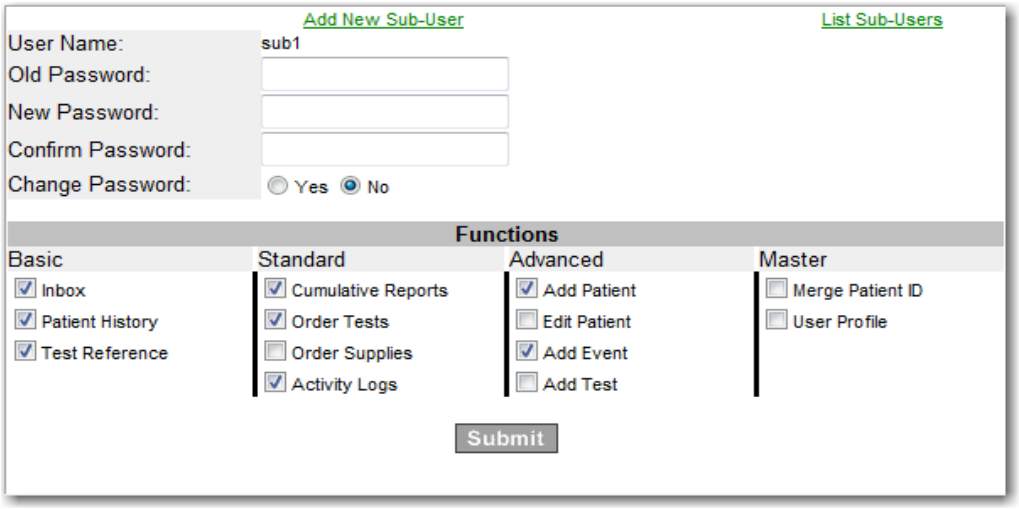


1. Type in User Name, Password, and Confirm Password.
2. If the New Account 'Yes' radio button is selected, the user will be presented with a User Agreement and will be required to change their password the first time they login.
3. Select the functions to be given to the sub-user. If a sub-user is given access to the User Profile function they will be able to change their User Name, Password, or Account Address.

4. Select the 'Submit' button to save your entries.

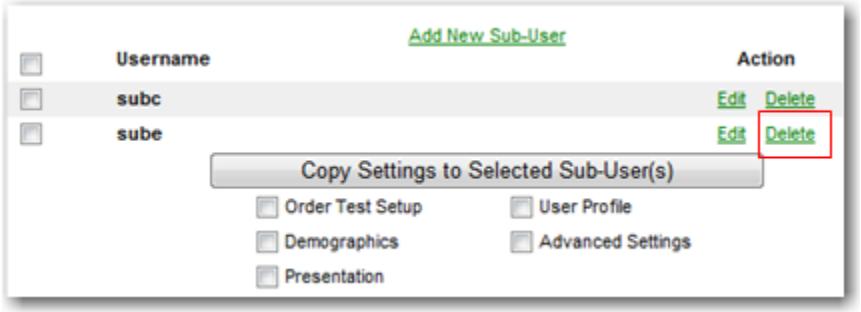
B. Change Password or Edit a Sub-User

1. Click on the 'Edit' hyperlink of the sub-user that you wish to edit. A new screen will display.

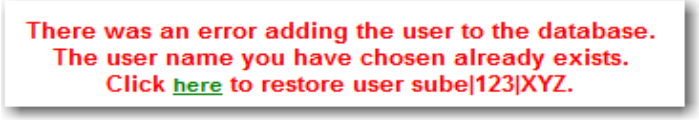


2. Change the password or edit the sub-user's functions. If a sub-user is given access to the User Profile function they will be able to change their User Name, Password, or Account Address.
3. Click on the 'Submit' button to save your entries.

C. Delete a Sub-User

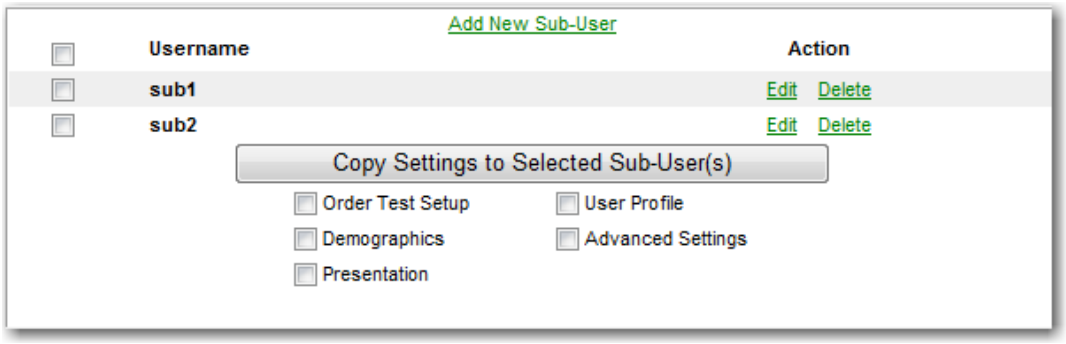


1. Select the 'Delete' hyperlink to the right of the sub-user you wish to delete.
2. The sub-user then will be deleted.
3. If you later try to add a new sub-user, with the same User name and Account # as the previously deleted sub-user, to the same user a warning message will display:

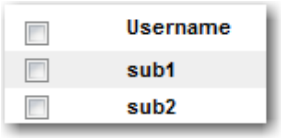

There was an error adding the user to the database.
The user name you have chosen already exists.
Click here to restore user sube|123|XYZ.

4. If the 'Click here to restore user .....' is selected, the sub-user will be restored. The un-deleted sub-user will have all of their settings saved that were present at the time they were deleted. Note: This could include Common Insurances, Common Diagnosis Codes and Common Tests that have since been inactivated or deleted. Use the Common Test Validation, Common Insurance Validation and Common Diagnosis Validation functions to verify and update the appropriate screens.
5. For auditing and security reasons you will not be able to add a sub-user, with the same User Name and Account # as a previously deleted sub-user, under a different user. You will only be able to un-delete that sub-user for the user they were built under.

D. Copy Settings to Selected Sub-User(s)

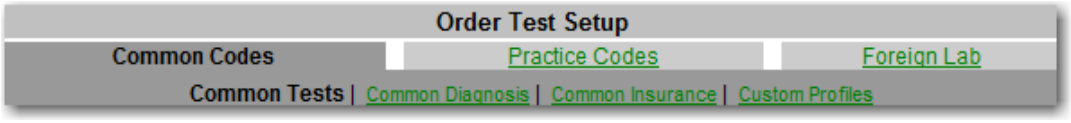


1. Select the sub-user(s) that you would like to copy the settings to.

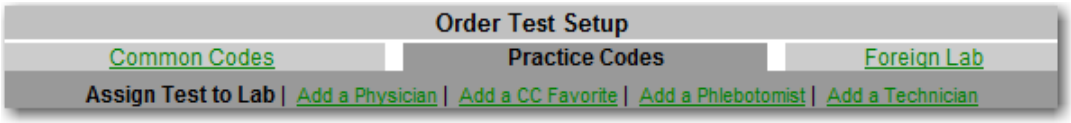


   a. Select the top checkbox to select all sub-users.
   b. Select the checkbox to the left of each sub-user to select them individually.
2. Select the settings to be copied. Details of the settings copied will be discussed later in the Admin Mode section of this manual.

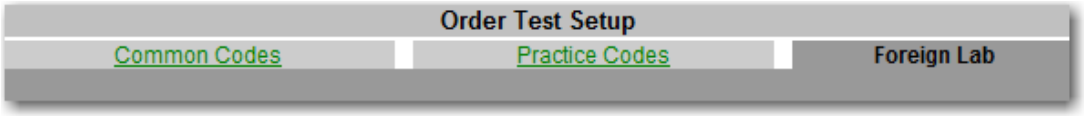
   a. Order Test Setup – This will copy everything under the user's Order Test Setup tab to the selected sub-user(s). This includes:
      1) Common Codes (Common Tests, Common Diagnosis, Common Insurance, and Custom Profiles)


Order Test Setup
Common Codes
Practice Codes
Foreign Lab
Common Tests | Common Diagnosis | Common Insurance | Custom Profiles

2) Practice Codes (Assign Test to Lab, Add a Physician, Add a CC Favorite, Add a Phlebotomist, and Add a Technician)

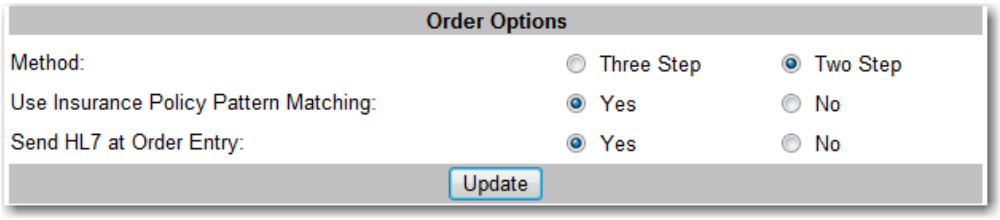

Order Test Setup
Common Codes
Practice Codes
Foreign Lab
Assign Test to Lab | Add a Physician | Add a CC Favorite | Add a Phlebotomist | Add a Technician

3) Foreign Lab

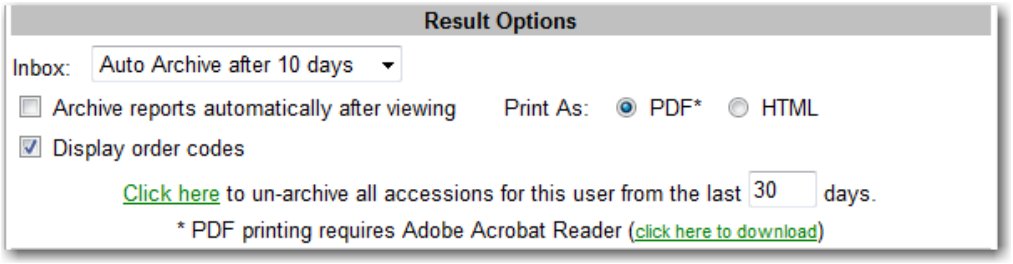


b. User Profile – This will copy everything on the user's User Profile screen to the selected sub-user(s) except the AutoPrint options at the bottom of the screen. This includes:

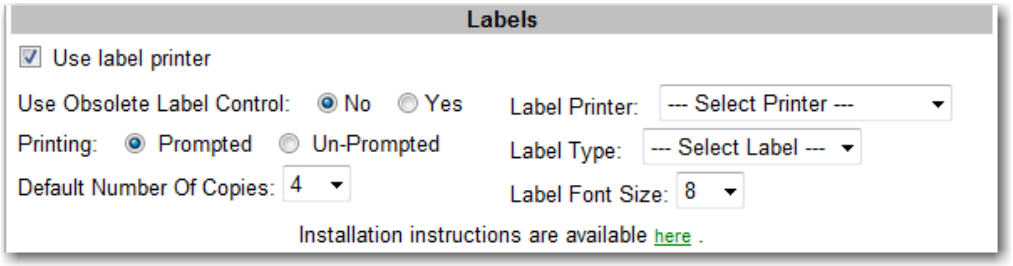
1) Order Options



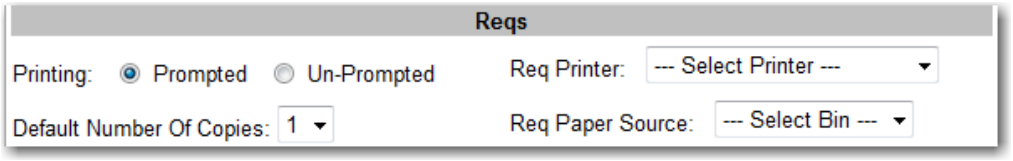
2) Result Options


Result Options
Inbox:
Auto Archive after 10 days
Archive reports automatically after viewing
Print As:
PDF*
HTML
Display order codes
Click here to un-archive all accessions for this user from the last 30 days.
* PDF printing requires Adobe Acrobat Reader (click here to download)

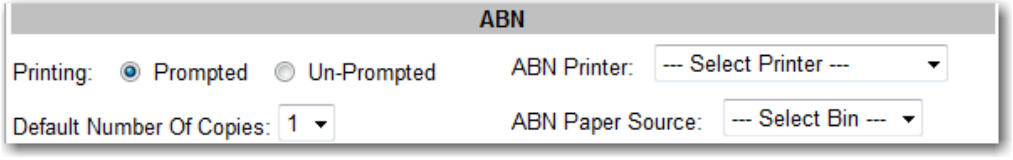
3) Order Printing Options – Labels



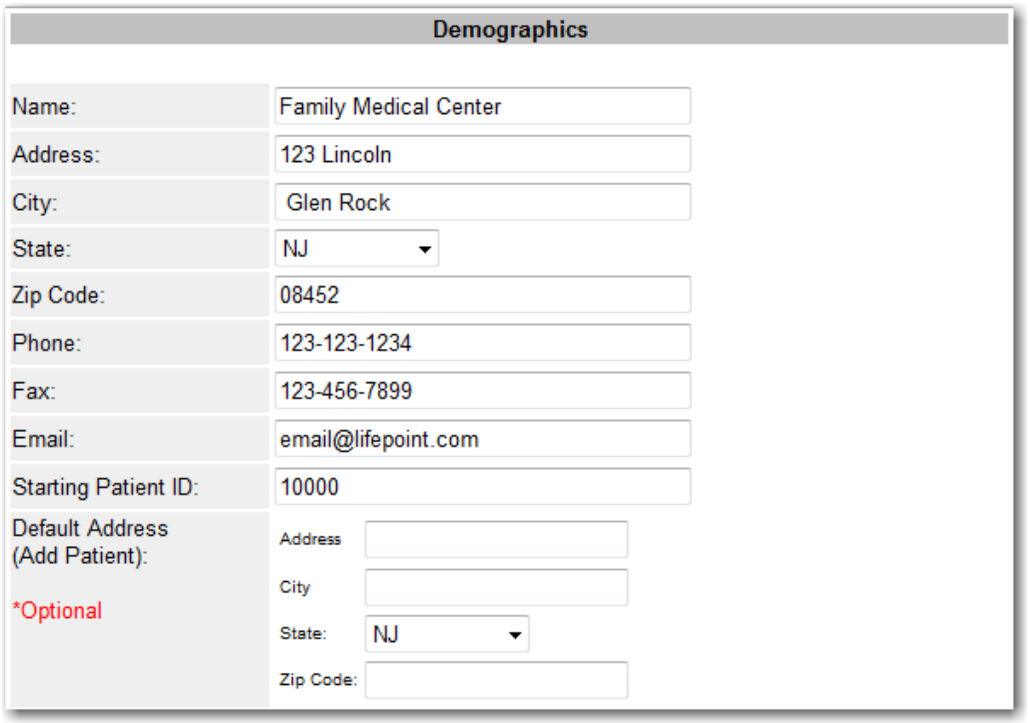
4) Order Printing Options – Reqs



5) Order Printing Options – ABN's

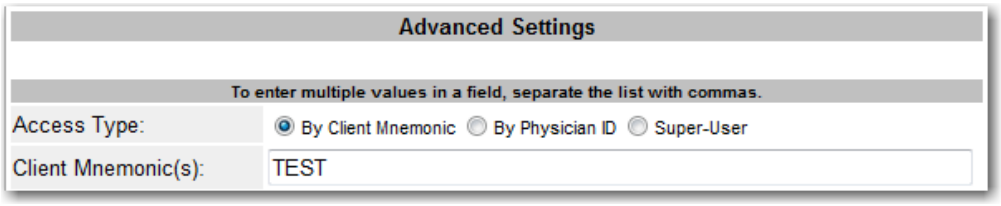


c. Demographics – This will copy everything on the user's Demographics screen to the selected sub-user(s) except the Name field. The starting PID field is automatically copied to all sub-users whenever a change is made to the user.

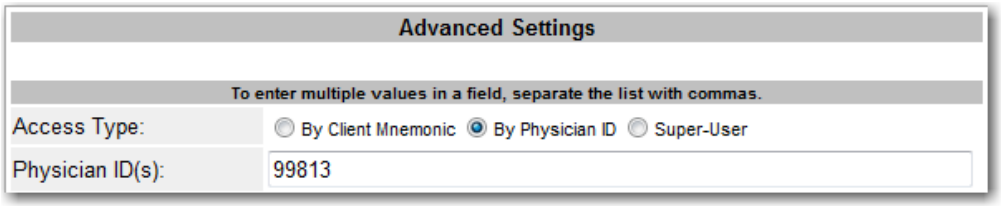


d. Advanced Settings – This will copy everything on the user's Advanced Settings screen to the selected sub-user(s). This means it will copy the Access Type and the fields related to that access type.

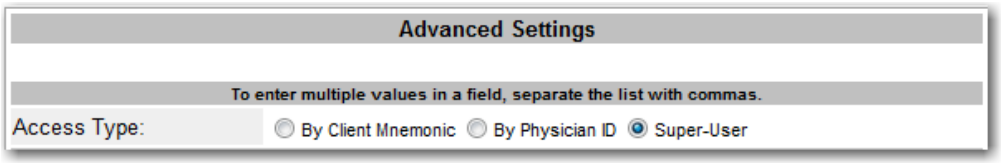
1) Access Type 'By Client Mnemonic' will include that setting and the Client Mnemonic(s) field.



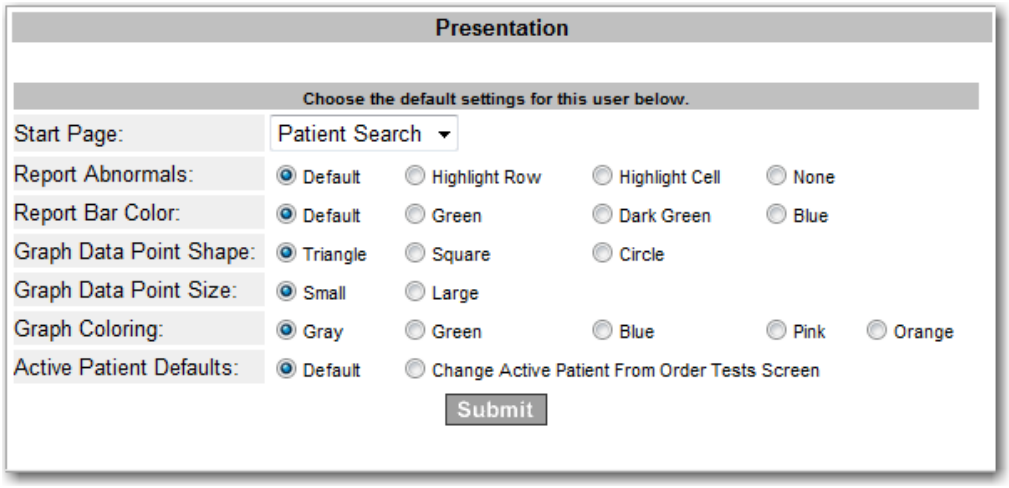
2) Access Type 'By Physician ID' will include that setting and the Physician ID(s) field.



3) Access Type 'Super-User' will include that setting.



e. Presentation Settings – This will copy all of the settings on the User's Presentation screen to the selected sub-user(s).

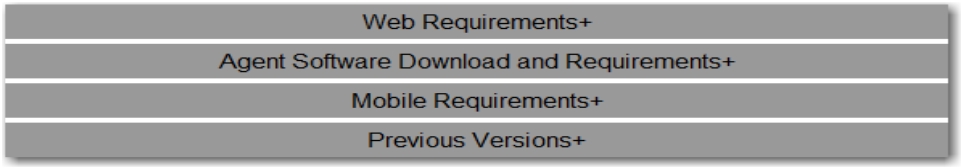


Chapter 7 | DESKTOP PROGRAMS

About the Desktop Programs Page

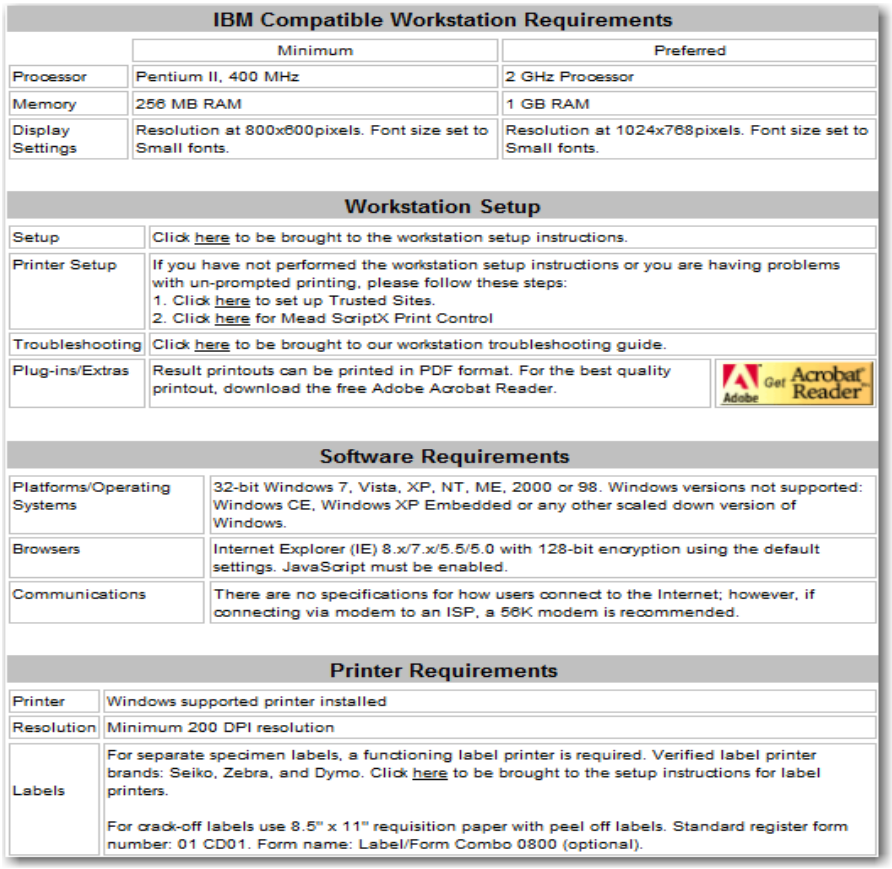
- The Desktop Programs page is available in the Navigation Bar in both the User Mode and Admin Mode. It contains information about each desktop program and links to download the required software.
- When the Desktop Programs function is selected, a list of available applications will be displayed. To view the application, select the '+' to the right of the application's name.

Information Available on the Desktop Programs Page



A. Web Requirements
B. Agent Software Download and Requirements
C. Mobile Requirements
D. Previous Versions

A. Web Requirements



IBM Compatible Workstation Requirements

	Minimum	Preferred
Processor	Pentium II, 400 MHz	2 GHz Processor
Memory	256 MB RAM	1 GB RAM
Display Settings	Resolution at 800x600pixels. Font size set to Small fonts.	Resolution at 1024x768pixels. Font size set to Small fonts.

Workstation Setup

Setup	Click here to be brought to the workstation setup instructions.
Printer Setup	If you have not performed the workstation setup instructions or you are having problems with un-prompted printing, please follow these steps: 1. Click here to set up Trusted Sites. 2. Click here for Mead ScriptX Print Control
Troubleshooting	Click here to be brought to our workstation troubleshooting guide.
Plug-ins/Extras	Result printouts can be printed in PDF format. For the best quality printout, download the free Adobe Acrobat Reader. Get Acrobat Reader

Software Requirements

Platforms/Operating Systems	32-bit Windows 7, Vista, XP, NT, ME, 2000 or 98. Windows versions not supported: Windows CE, Windows XP Embedded or any other scaled down version of Windows.
Browsers	Internet Explorer (IE) 8.x/7.x/5.5/5.0 with 128-bit encryption using the default settings. JavaScript must be enabled.
Communications	There are no specifications for how users connect to the Internet; however, if connecting via modem to an ISP, a 56K modem is recommended.

Printer Requirements

Printer	Windows supported printer installed
Resolution	Minimum 200 DPI resolution
Labels	For separate specimen labels, a functioning label printer is required. Verified label printer brands: Seiko, Zebra, and Dymo. Click here to be brought to the setup instructions for label printers. For crack-off labels use 8.5" x 11" requisition paper with peel off labels. Standard register form number: 01 CD01. Form name: Label/Form Combo 0800 (optional).

1. The IBM Compatible Workstation Requirements section contains the computer hardware specifications required for use with the Lifepoint application.

IBM Compatible Workstation Requirements		
	Minimum	Preferred
Processor	Pentium II, 400 MHz	2 GHz Processor
Memory	256 MB RAM	1 GB RAM
Display Settings	Resolution at 800x600pixels. Font size set to Small fonts.	Resolution at 1024x768pixels. Font size set to Small fonts.

2. The Workstation Setup section contains:

Workstation Setup		
Setup	Click here to be brought to the workstation setup instructions.	
Printer Setup	If you have not performed the workstation setup instructions or you are having problems with un-prompted printing, please follow these steps: 1. Click here to set up Trusted Sites. 2. Click here for Mead ScriptX Print Control	
Troubleshooting	Click here to be brought to our workstation troubleshooting guide.	
Plug-ins/Extras	Result printouts can be printed in PDF format. For the best quality printout, download the free Adobe Acrobat Reader.	Get Acrobat Reader

   a. A link to view or download the Workstation Setup Instruction document. This document will walk you through the steps to setup Lifepoint on your PC.
   b. Links to setup Lifepoint as a trusted site and to download the Mead ScriptX Print Control which are needed for unprompted printing.
   c. A link to view or download the Lifepoint Workstation Troubleshooting Guide.
   d. A link to download free Adobe Acrobat Reader which is used to print result reports.

3. The Software Requirements section contains the computer software specifications required for use with the Lifepoint application.

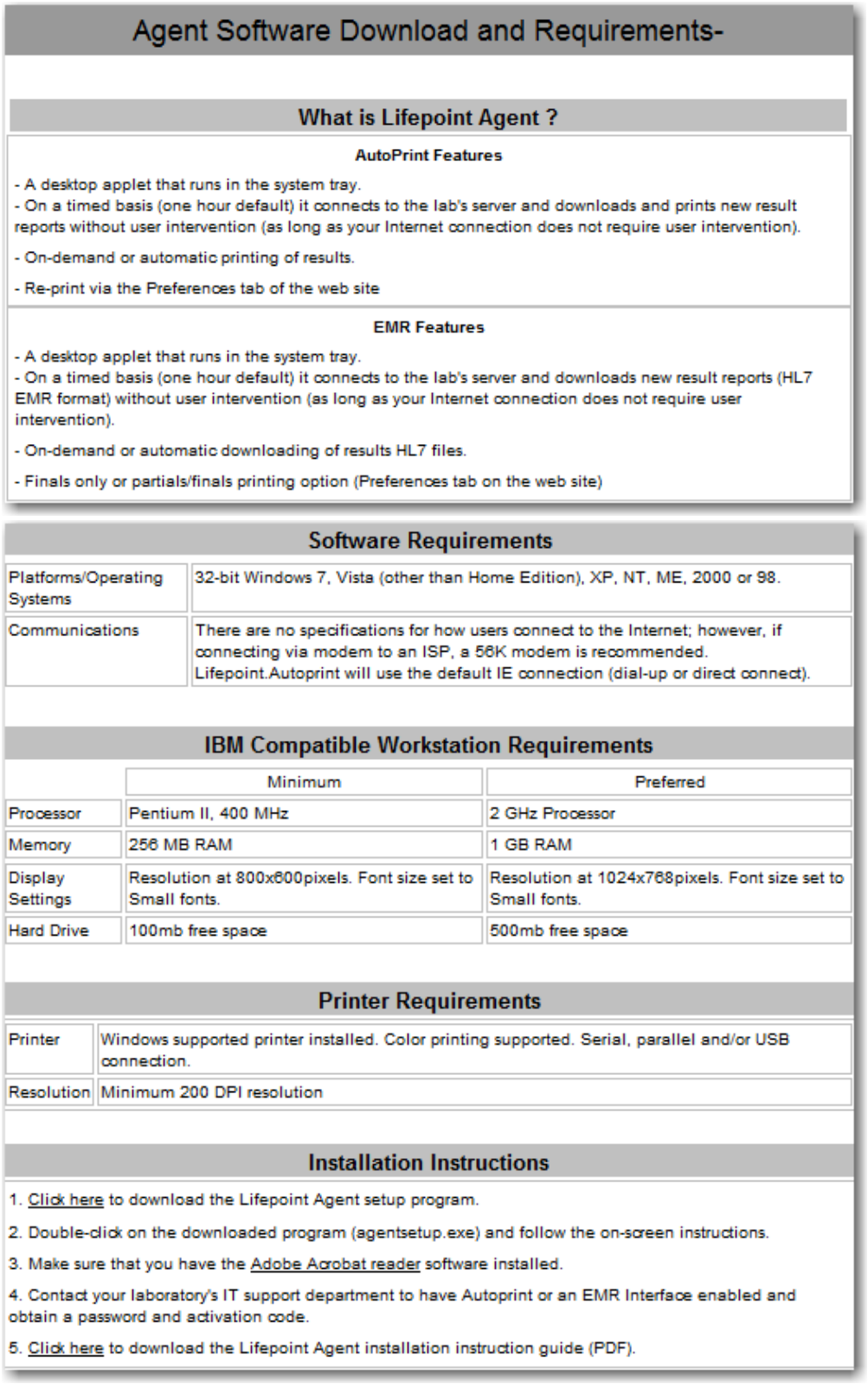
Software Requirements	
Platforms/Operating Systems	32-bit Windows 7, Vista, XP, NT, ME, 2000 or 98. Windows versions not supported: Windows CE, Windows XP Embedded or any other scaled down version of Windows.
Browsers	Internet Explorer (IE) 8.x/7.x/5.5/5.0 with 128-bit encryption using the default settings. JavaScript must be enabled.
Communications	There are no specifications for how users connect to the Internet; however, if connecting via modem to an ISP, a 56K modem is recommended.

4. The Printer Requirements section contains:

Printer Requirements	
Printer	Windows supported printer installed
Resolution	Minimum 200 DPI resolution
Labels	For separate specimen labels, a functioning label printer is required. Verified label printer brands: Seiko, Zebra, and Dymo. Click here to be brought to the setup instructions for label printers. For crack-off labels use 8.5" x 11" requisition paper with peel off labels. Standard register form number: 01 CD01. Form name: Label/Form Combo 0800 (optional).

   a. The printer specifications required for use with the Lifepoint application.
   b. A list of verified label printers.
   c. A link to view or download instructions for setting up label printers.
   d. The labels recommended for use with the Lifepoint application.

B. Agent Software Download and Requirements



Agent Software Download and Requirements-

What is Lifepoint Agent ?

AutoPrint Features

- A desktop applet that runs in the system tray.
- On a timed basis (one hour default) it connects to the lab's server and downloads and prints new result reports without user intervention (as long as your Internet connection does not require user intervention).
- On-demand or automatic printing of results.
- Re-print via the Preferences tab of the web site

EMR Features

- A desktop applet that runs in the system tray.
- On a timed basis (one hour default) it connects to the lab's server and downloads new result reports (HL7 EMR format) without user intervention (as long as your Internet connection does not require user intervention).
- On-demand or automatic downloading of results HL7 files.
- Finals only or partials/finals printing option (Preferences tab on the web site)

Software Requirements

Platforms/Operating Systems	32-bit Windows 7, Vista (other than Home Edition), XP, NT, ME, 2000 or 98.
Communications	There are no specifications for how users connect to the Internet; however, if connecting via modem to an ISP, a 56K modem is recommended. Lifepoint.Autoprint will use the default IE connection (dial-up or direct connect).

IBM Compatible Workstation Requirements

	Minimum	Preferred
Processor	Pentium II, 400 MHz	2 GHz Processor
Memory	256 MB RAM	1 GB RAM
Display Settings	Resolution at 800x600pixels. Font size set to Small fonts.	Resolution at 1024x768pixels. Font size set to Small fonts.
Hard Drive	100mb free space	500mb free space

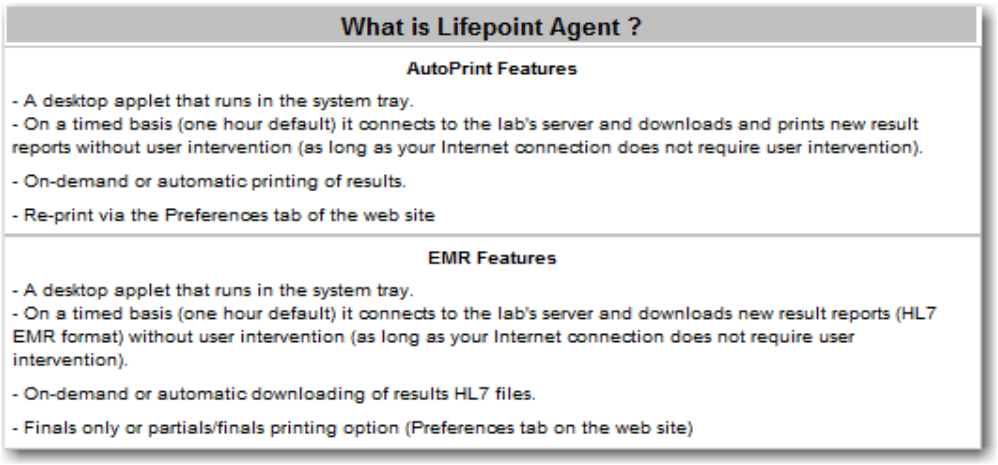
Printer Requirements

Printer	Windows supported printer installed. Color printing supported. Serial, parallel and/or USB connection.
Resolution	Minimum 200 DPI resolution

Installation Instructions

1. Click here to download the Lifepoint Agent setup program.
2. Double-click on the downloaded program (agentsetup.exe) and follow the on-screen instructions.
3. Make sure that you have the Adobe Acrobat reader software installed.
4. Contact your laboratory's IT support department to have Autoprint or an EMR Interface enabled and obtain a password and activation code.
5. Click here to download the Lifepoint Agent installation instruction guide (PDF).

1. The 'What is Lifepoint Agent?' section contains information about the AutoPrint and EMR features of Lifepoint.



What is Lifepoint Agent ?

AutoPrint Features

- A desktop applet that runs in the system tray.
- On a timed basis (one hour default) it connects to the lab's server and downloads and prints new result reports without user intervention (as long as your Internet connection does not require user intervention).
- On-demand or automatic printing of results.
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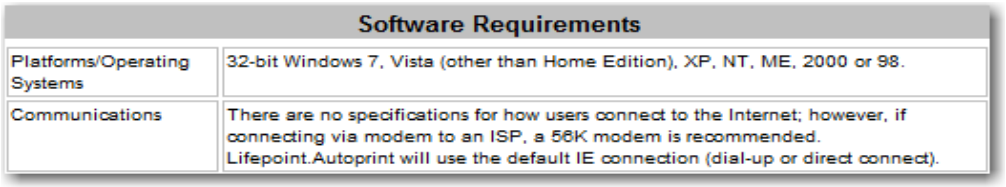
EMR Features

- A desktop applet that runs in the system tray.
- On a timed basis (one hour default) it connects to the lab's server and downloads new result reports (HL7 EMR format) without user intervention (as long as your Internet connection does not require user intervention).
- On-demand or automatic downloading of results HL7 files.
- Finals only or partials/finals printing option (Preferences tab on the web site)

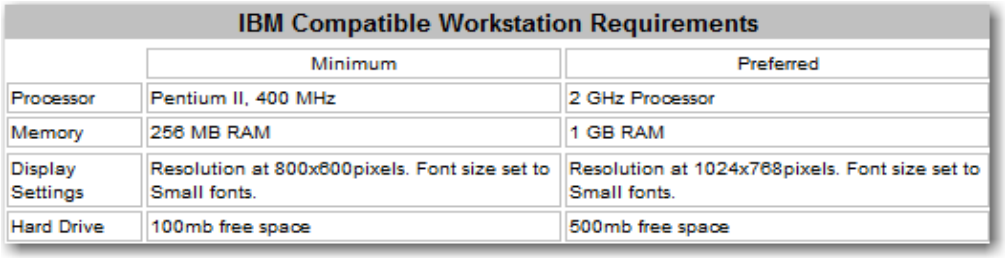
2. The Software Requirements section contains the computer software specifications required for use with the Lifepoint Agent.



Software Requirements

Platforms/Operating Systems	32-bit Windows 7, Vista (other than Home Edition), XP, NT, ME, 2000 or 98.
Communications	There are no specifications for how users connect to the Internet; however, if connecting via modem to an ISP, a 56K modem is recommended. Lifepoint.Autoprint will use the default IE connection (dial-up or direct connect).

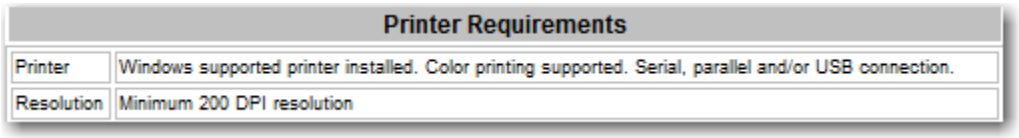
3. The IBM Compatible Workstation Requirements section contains the computer hardware specifications required for use with the Lifepoint Agent.



IBM Compatible Workstation Requirements

	Minimum	Preferred
Processor	Pentium II, 400 MHz	2 GHz Processor
Memory	256 MB RAM	1 GB RAM
Display Settings	Resolution at 800x600pixels. Font size set to Small fonts.	Resolution at 1024x768pixels. Font size set to Small fonts.
Hard Drive	100mb free space	500mb free space

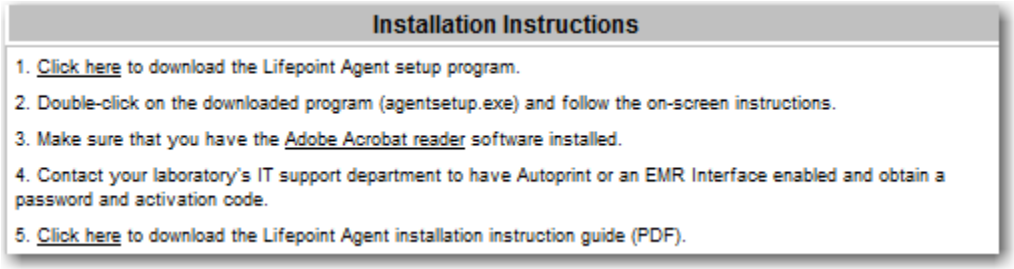
4. The Printer Requirements section contains the printer specifications required for use with the Lifepoint Agent.



Printer Requirements

Printer	Windows supported printer installed. Color printing supported. Serial, parallel and/or USB connection.
Resolution	Minimum 200 DPI resolution

5. The Installation Instructions section contains:

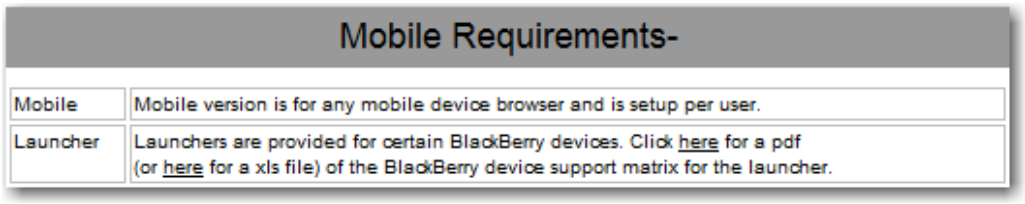


Installation Instructions

1. Click here to download the Lifepoint Agent setup program.
2. Double-click on the downloaded program (agentsetup.exe) and follow the on-screen instructions.
3. Make sure that you have the Adobe Acrobat reader software installed.
4. Contact your laboratory's IT support department to have Autoprint or an EMR Interface enabled and obtain a password and activation code.
5. Click here to download the Lifepoint Agent installation instruction guide (PDF).

   a. A link to download the Lifepoint Agent setup program.
   b. A link to download Adobe Acrobat reader if it is not already installed on the PC.
   c. A link to download the Lifepoint Agent installation instruction guide.

C. Mobile Requirements

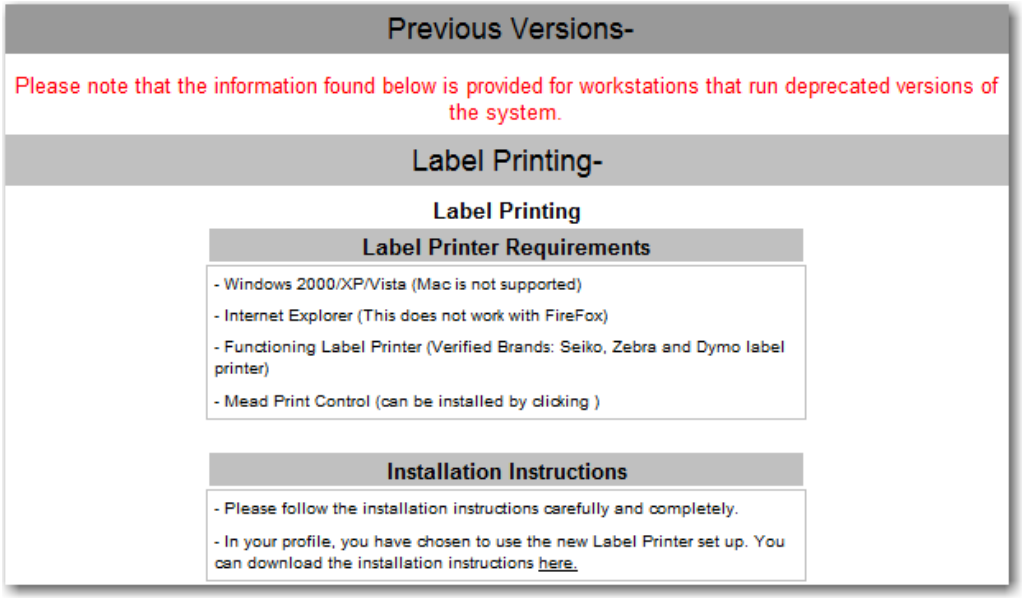


Mobile Requirements-

Mobile	Mobile version is for any mobile device browser and is setup per user.
Launcher	Launchers are provided for certain BlackBerry devices. Click here for a pdf (or here for a xls file) of the BlackBerry device support matrix for the launcher.

The Mobile Requirements section contains launchers for certain Blackberry devices.

D. Previous Versions



Previous Versions-

Please note that the information found below is provided for workstations that run deprecated versions of the system.

Label Printing-

Label Printing

Label Printer Requirements

- Windows 2000/XP/Vista (Mac is not supported)
- Internet Explorer (This does not work with FireFox)
- Functioning Label Printer (Verified Brands: Seiko, Zebra and Dymo label printer)
- Mead Print Control (can be installed by clicking)

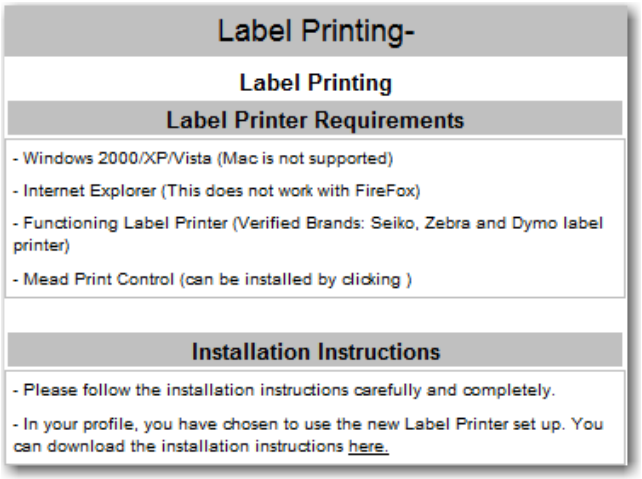
Installation Instructions

- Please follow the installation instructions carefully and completely.
- In your profile, you have chosen to use the new Label Printer set up. You can download the installation instructions here.

About Previous Versions Section:

- The Previous Versions section is supplied for workstations that run deprecated versions of the Lifepoint system.

1. Label Printing Section contains:



Label Printing-

Label Printing

Label Printer Requirements

- Windows 2000/XP/Vista (Mac is not supported)
- Internet Explorer (This does not work with FireFox)
- Functioning Label Printer (Verified Brands: Seiko, Zebra and Dymo label printer)
- Mead Print Control (can be installed by clicking)

Installation Instructions

- Please follow the installation instructions carefully and completely.
- In your profile, you have chosen to use the new Label Printer set up. You can download the installation instructions here.

   a. Label printer requirements
   b. Installation instructions

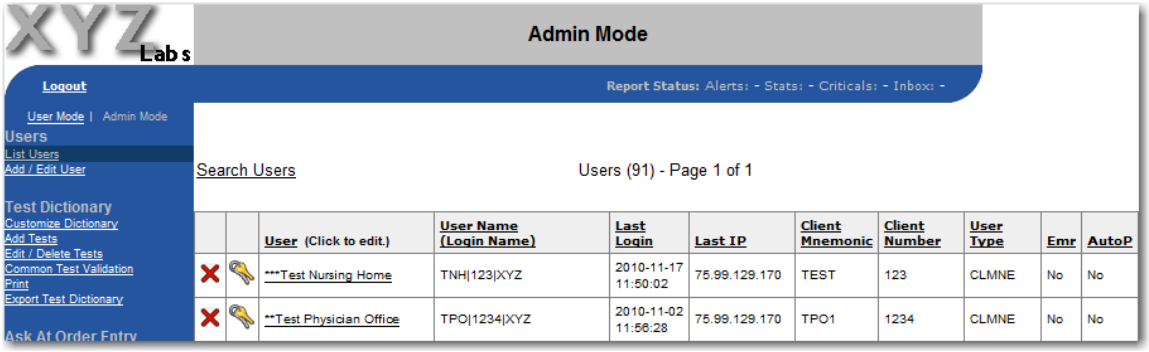
Part 2: Admin Mode

Chapter 1 | ABOUT ADMIN MODE

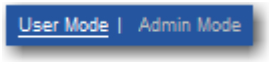
About Admin Mode

- The ability to access the Admin Mode functions is added to a user by Lifepoint. You will need to contact Lifepoint to request that Admin Mode be added to a specified user.
- After login the Admin Mode functions can be accessed by clicking on the 'Admin Mode' hyperlink near the top of the page.

- Once Admin Mode is selected, the List Users page will display and the Navigation Bar will switch to display the Admin Mode functions.



- To return to the User Mode click on the 'User Mode' hyperlink.



Chapter 2 | USERS

I. LIST USERS

About the List Users Page

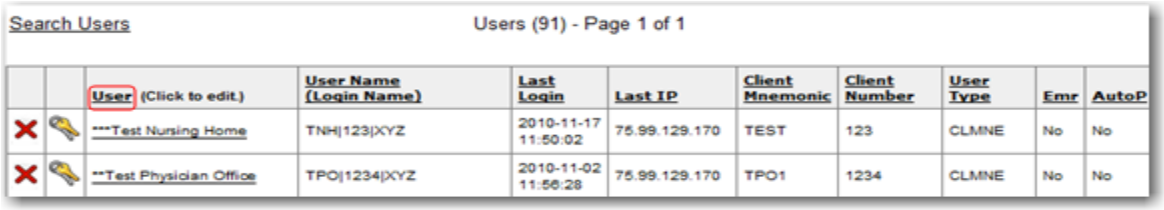
- The start page for Admin Mode is the List Users page.
- The List Users page displays a list of all existing users.

Actions Available on the List Users Page

A. View List of Users
B. Search for a User
C. Delete a User
D. Login as a Different User
E. Edit a User

A. View List of Users

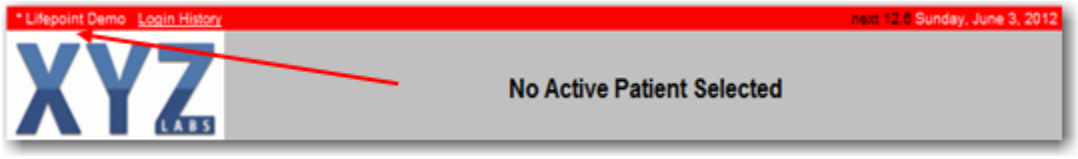
1. After selecting the 'Admin Mode' hyperlink the List Users page will be displayed. The default sort is alphabetical by the 'User' column, but the list may be resorted by clicking on one of the other column header hyperlinks.


Search Users

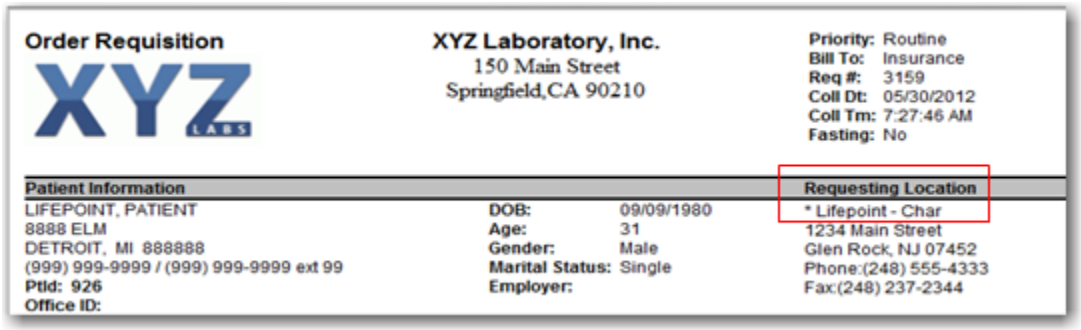
Users (91) - Page 1 of 1

		User (Click to edit.)	User Name (Login Name)	Last Login	Last IP	Client Mnemonic	Client Number	User Type	Emr	AutoP
✕		***Test Nursing Home	TNH|123|XYZ	2010-11-17 11:50:02	75.99.129.170	TEST	123	CLMNE	No	No
✕		**Test Physician Office	TPO|1234|XYZ	2010-11-02 11:56:28	75.99.129.170	TPO1	1234	CLMNE	No	No

2. The 'User' column displays the name of the user that is entered on the User Information/Demographics tab when the user is created or edited. This will be discussed later in this manual.
   a. It is the default sort for the Inbox.
   b. It is the name of the user logged in that displays in the upper left corner of the screen.



   c. It is the name of the office that displays on the requisition.

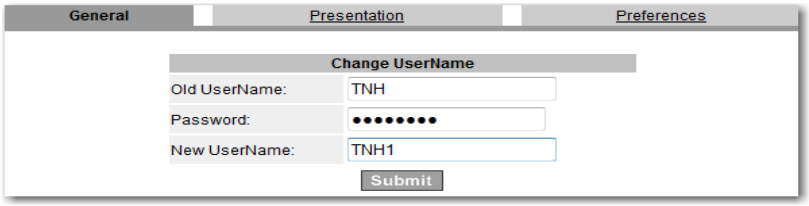


3. The ‘User Name’ column contains the unique identifier for the user.
   a. It is made up of three parts:

      TNH|123|XYZ

      1) The user’s User Name at login (in this example: TNH)
      2) The user’s Account Number at login (in this example: 123)
      3) Lifepoint’s identifier for your lab (in this example: XYZ)

   b. A user has the ability to change their User Name on the User Profile tab. If they do change their User Name, it will appear in parenthesis after their original User Name.

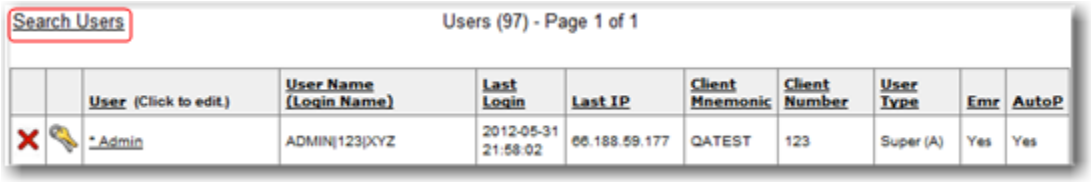


      TNH|123|XYZ
      (TNH1|123|XYZ)

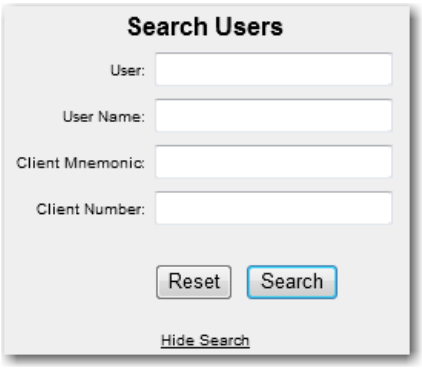
4. The ‘Last Login’ column displays the last date and time the user logged on.
5. The ‘Last IP’ column displays the last IP address of the user. If the user is connecting from behind a firewall/router, this will be the address of that firewall/router.
6. The ‘Client Mnemonic’ column displays the unique identifier for the practice that is being sent in the interface file by the LIS or Lab system. If a client is not sending a unique identifier for the practice in the interface file, a translation table can be setup to map the physician ID(s) to a mnemonic. The client mnemonic defines the patients and results that will be loaded for a practice.
7. The ‘Client Number’ column displays the user’s Account Number that is used at login. Usually this information is not used for anything except another piece of validation at login. Occasionally it can be used by Lifepoint to differentiate between users and practices. The Client Number can be alpha, numeric, or a combination of both. Rule of thumb would be to use the same Client Number for all users within a practice.
8. The ‘User Type’ column displays:
   a. The setting selected for the user on the Access Control tab. The entry will be either CLMNE, PHYS, or Super. This functionality will be discussed later in the “Edit a user” section of this manual.
   b. The type of user:
      1) An ‘A’ signifies the user is an Admin User and has access to the Admin Mode functionality.
      2) An ‘s’ signifies the user is a Sub-User and can have limited access to the User Mode functions.
      3) No value displayed signifies the user is a User and has access to all of the functions in User Mode.
9. The ‘Emr’ or ‘AutoP’ columns display whether the user is set up as an AutoPrint or EMR user. This information is covered in the EMR and AutoPrint Manuals.

B. Search for a User

1. Select the 'Search Users' hyperlink at the top of the List Users page.



2. A window will open for you to enter your search criteria. Once you have entered the search criteria select the 'Search' button.

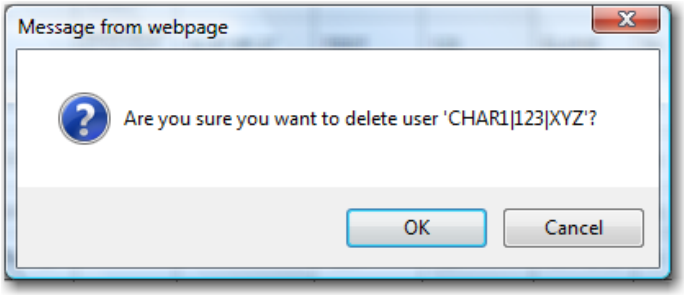


3. If more than one user fits the criteria, a list will be presented for you to make your selection.

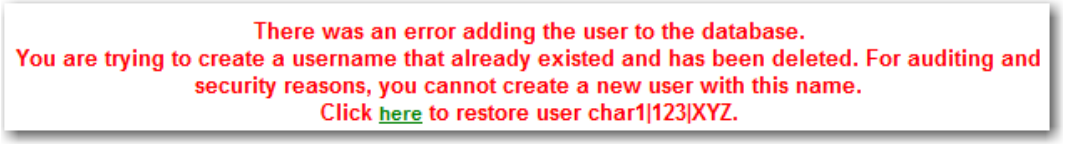
C. Delete a User

1. On the List Users page click on the '**X**' to the left of the user to be deleted.

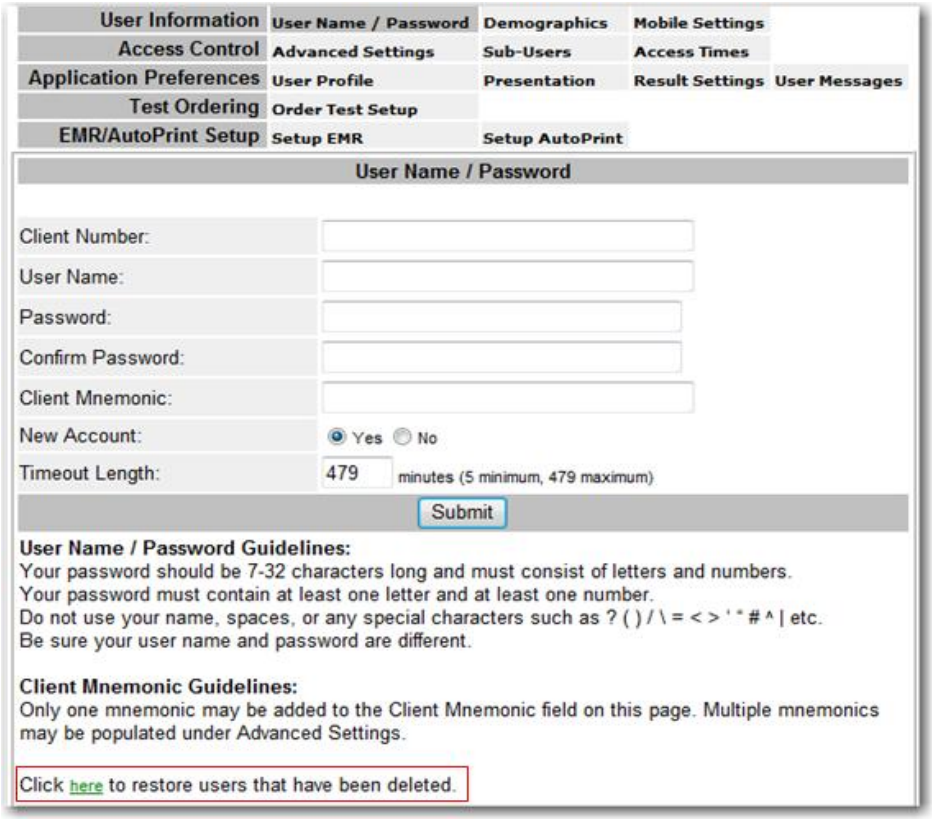
2. A warning message will display. If you select the 'OK' button the user will be deleted.



3. The deleted user will remain in the system and can be undeleted. If an admin user tries to add a previously deleted user, a warning message will display:


There was an error adding the user to the database.
You are trying to create a username that already existed and has been deleted. For auditing and security reasons, you cannot create a new user with this name.
Click here to restore user char1|123|XYZ.

4. If the 'Click here to restore user .....' is selected, the user will be restored. The restored user will have all of their settings saved that were present at the time they were deleted. Note: This could include Common Insurances, Common Diagnosis Codes and Common Tests that have since been inactivated or deleted. Use the Common Test Validation, Common Insurance Validation and Common Diagnosis Validation functions to verify and update the appropriate screens.
5. There is functionality available in the Admin Mode/Add User function that will list all deleted users and sub-users, with the ability to undelete them. This functionality will be discussed later in the "Add User" section of this manual.


User Information
User Name / Password
Demographics
Mobile Settings
Access Control
Advanced Settings
Sub-Users
Access Times
Application Preferences
User Profile
Presentation
Result Settings
User Messages
Test Ordering
Order Test Setup
EMR/AutoPrint Setup
Setup EMR
Setup AutoPrint
User Name / Password
Client Number:
User Name:
Password:
Confirm Password:
Client Mnemonic:
New Account:
Yes
No
Timeout Length:
479
minutes (5 minimum, 479 maximum)
Submit
User Name / Password Guidelines:
Your password should be 7-32 characters long and must consist of letters and numbers.
Your password must contain at least one letter and at least one number.
Do not use your name, spaces, or any special characters such as ? ( ) / \ = < > ' " # ^ | etc.
Be sure your user name and password are different.
Client Mnemonic Guidelines:
Only one mnemonic may be added to the Client Mnemonic field on this page. Multiple mnemonics may be populated under Advanced Settings.
Click here to restore users that have been deleted.

D. Login as a Different User

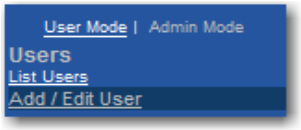
1. On the List Users page select the 'Key' icon to the left of the user to login as.

2. You will then be logged in as that user. For proper audit tracking the audit trail will continue to track your original login ID.
3. When you are finished, do not use the 'Back' button to return to the Admin Mode/List Users screen. If the user you have assumed the identity of is not an admin user, you will need to log out and log back in as a different user. Lifepoint does not support the use of the 'Back' button in any browser.

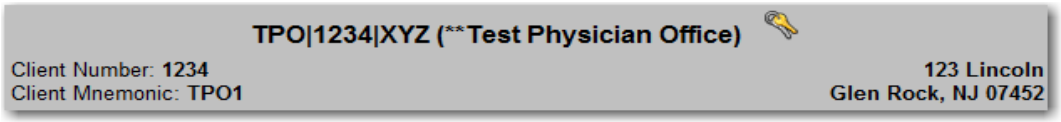
E. Edit a User

1. On the List Users page select the 'User' hyperlink of the user to be edited.

The Add/Edit User function will be highlighted in the navigation bar,

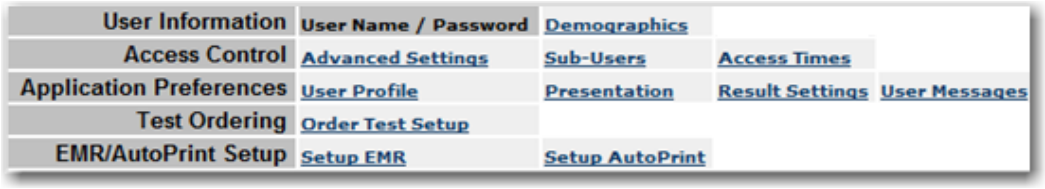


The user you are editing will appear in the gray active user header at the top of the screen,



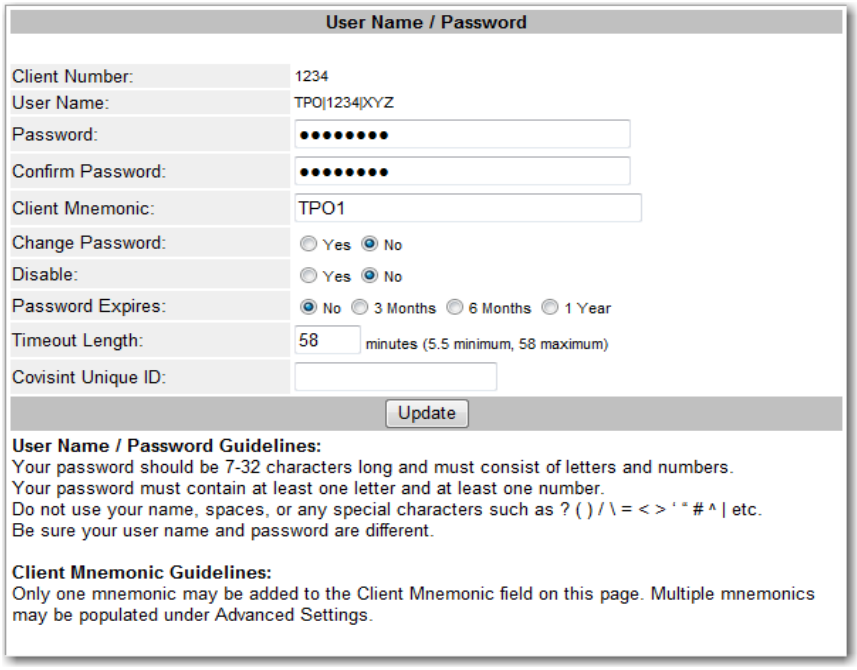
A key icon will be displayed in the active user header that will allow you to login as the user,

and a new page will display for you to select the information to edit.



2. User Information (Includes: User Name/Password and Demographics)

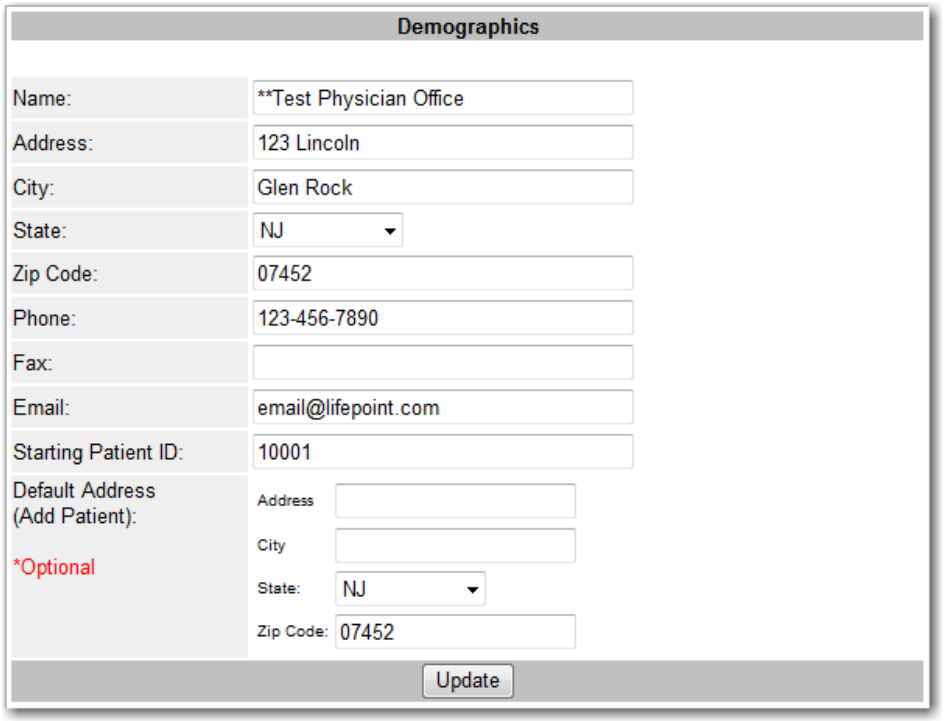
a. User Name/Password


User Name / Password
Client Number: 1234
User Name: TPO|1234|XYZ
Password:
Confirm Password:
Client Mnemonic: TPO1
Change Password: Yes No
Disable: Yes No
Password Expires: No 3 Months 6 Months 1 Year
Timeout Length: 58 minutes (5.5 minimum, 58 maximum)
Covisint Unique ID:
Update
User Name / Password Guidelines:
Your password should be 7-32 characters long and must consist of letters and numbers.
Your password must contain at least one letter and at least one number.
Do not use your name, spaces, or any special characters such as ? ( ) / \ = < > ' " # ^ | etc.
Be sure your user name and password are different.
Client Mnemonic Guidelines:
Only one mnemonic may be added to the Client Mnemonic field on this page. Multiple mnemonics may be populated under Advanced Settings.

1) To change the user's password, type in the new password and confirm it. Please note the guidelines at the bottom of the screen.

2) To change the user's Client Mnemonic, type in the new Client Mnemonic. The user will then be able to view patients and results of that Client Mnemonic. Please note the guidelines at the bottom of the screen.
3) To require the user to change their password at their next login, select the Change Password 'Yes' radio button.
4) To disable the user, select the Disable 'Yes' radio button. The user will then be unable to login to Lifepoint. The user can be re-enabled by selecting the Disable 'No' radio button.
5) You have 4 choices for setting the password to expire; Never, 3 months, 6 months, or 1 year. If a length of time is chosen for the password to expire, the user will be taken to the change password screen and be required to change their password when that length of time has expired.
6) To set the length of time the screen can be inactive before the user will be logged out, enter a time in the Timeout Length box from 5 - 58 minutes. When the length of time has expired, the user will be given a warning asking if they are still there, and they will be able to select 'Yes'. If no action is taken by the user, the session will be ended and the Login screen will be displayed.
7) Select the 'Update' button to save the changes.

b. Demographics



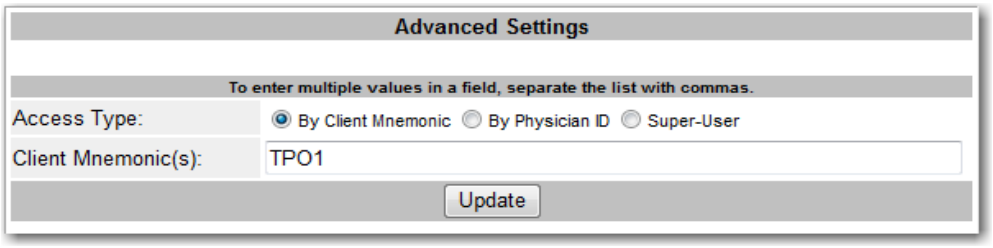
1) Enter the Demographic information. Note: The information entered in the Name field is the default sort for the List Users page, it is the information that displays on the screen to identify which user is logged on, and it is the account name that prints on the requisition. For this reason it is recommended to enter the name of the account (to identify the account) followed by the user's name or initials (to identify the user). Example: "XYZ account – clc"

2) 'Starting Patient ID' denotes the format of the numbering wheel that will be used by this account to auto-assign a PID # to a patient on the User Mode/Add Patient screen. It can be alpha-numeric. You can be set up to use one numbering wheel for all accounts, or a separate numbering wheel for each account. If you are using one numbering wheel for all accounts this field can be removed.
3) Any information that is entered in the 'Default Address' area will be defaulted in for the patient address on the User Mode/Add Patient screen.
4) Select the 'Update' button to save the changes.

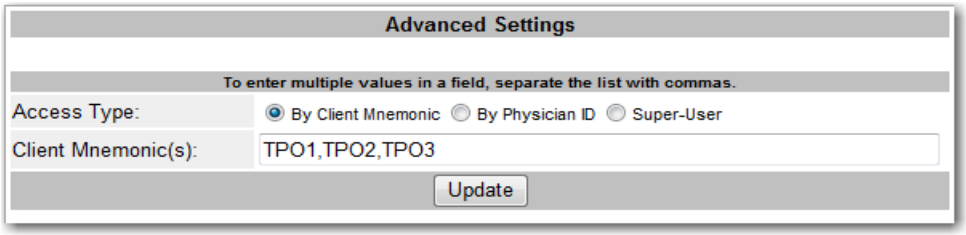
3. Access Control (Includes: Advanced Settings, Sub-Users, and Access Times)

a. Advanced Settings

1) By Client Mnemonic

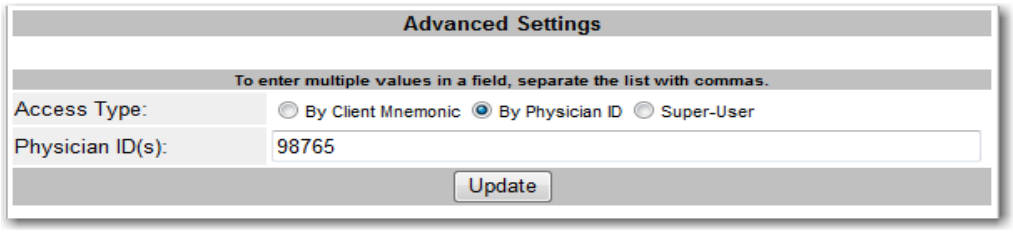


a) This is the default setting for user access. The Client Mnemonic that is entered on the User Name/Password screen will be defaulted in on this screen. When this user logs in they will be able to see all patients and results for this Client Mnemonic.
b) For this user to be able to view patients and results for multiple offices, enter the Client Mnemonics of those offices, separated by commas (do not enter any spaces). Note: The Client Mnemonic that is entered on the UserName/Password screen will always be included in the list.



c) Select the 'Update' button to save your changes.

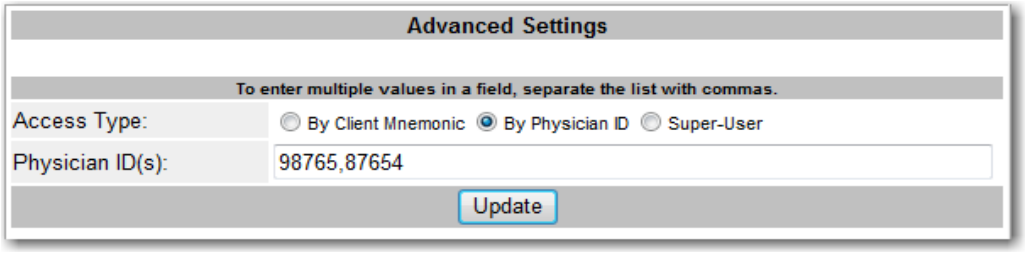
2) By Physician ID



a) Selecting the 'By Physician ID' radio button will allow the user to view patients and results determined by physician. The Physician ID is the physician identifier that is being sent in the interface file by the LIS or Lab System.

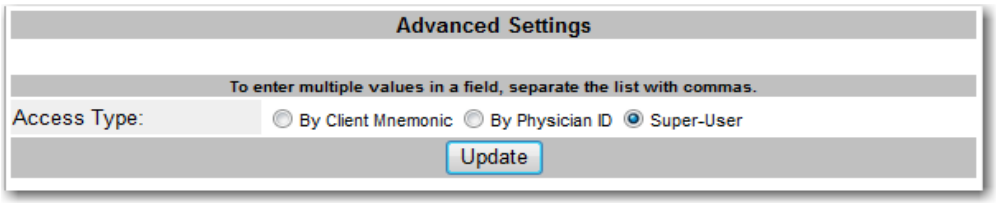
b) Entering the Physician ID in the box that is displayed will limit the user to be able to view only that physician's patients. If the physician has more than one office, and has the same physician ID at those offices, the user will be able to view the physician's patients at all of those offices.

c) For the user to be able to view patients and results for multiple physicians, enter the Physician ID's of those physicians, separated by commas (do not enter any spaces). The user would then be able to view results for those physicians. This type of user would not typically be setup to place orders.



d) Select the 'Update' button to save your changes.

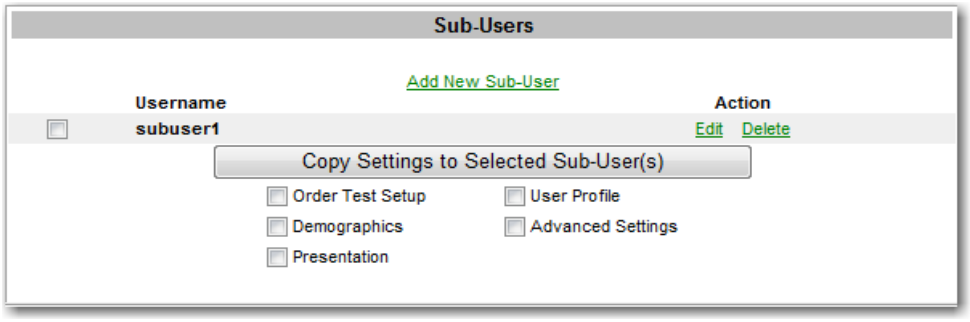
3) Super-User



a) Selecting the 'Super-User' radio button will allow the user to view all patients and all results for all accounts.

b) Select the 'Update' button to save your changes.

b. Sub-Users



About Sub-Users

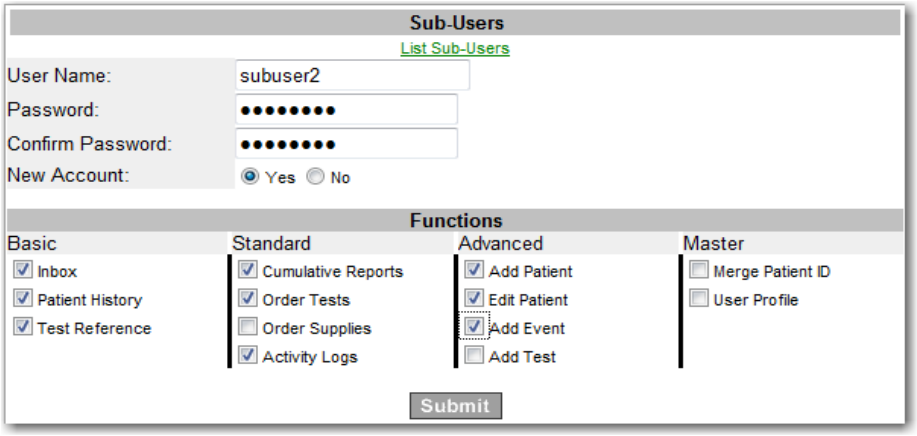
- When creating a sub-user you will be able to limit the functions that the sub-user has access to. Only the functions that the sub-user is given access to will display in the Navigation Bar.
- Sub-Users are created under a user, and will automatically have the following screens from the user copied into them when they are created:
  - Everything that currently exists on the user's Common Codes screens (Common Tests, Common Diagnosis, Common Insurance and Custom Profiles).

- Everything that currently exists on the user's Practice Codes screens (Assign Test to Lab, Add a Physician, Add a CC Favorite, Add a Phlebotomist, and Add a Technician).
- Everything that currently exists on the user's Demographics page except the Name field. There is an option available that you can have enabled that will also copy the Name f ield.
- All of the Manifest List options that are currently selected on the user's User Profile page.

Any changes made to those screens after the sub-user is created will need to be copied into the sub-user using the 'Copy Settings to Selected Sub-User(s) function.

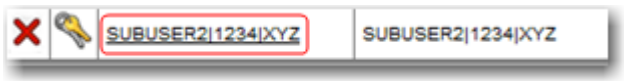
- Any additional screens that you would like to have copied from the user into the sub-user will need to be copied using the 'Copy Settings to Selected Sub-User(s)' functionality. This will be discussed later in this manual.

1) Create a Sub-User
   a) Select the 'Add New Sub-User' hyperlink. A new page will display.



   1.) Enter User Name, Password, and Confirm Password information.
   2.) If the New Account 'Yes' radio button is selected, the user will be presented with a User Agreement and will be required to change their password the first time they login.
   3.) Select the functions to be given to the sub-user. You must select at least one function. Only the functions that the sub-user is given access to will appear in their Navigation Bar.
   4.) Select the 'Submit' button to save your entries.

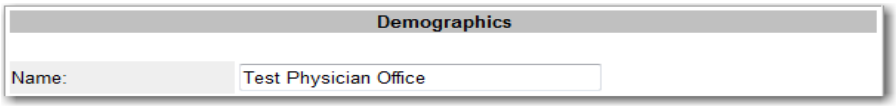
   b) The default when creating a new sub-user is that the name field on the Demographics tab of the user does not copy to the sub-user. The 3-part unique identifier for the sub-user will display as the 'User' name on the list users page:



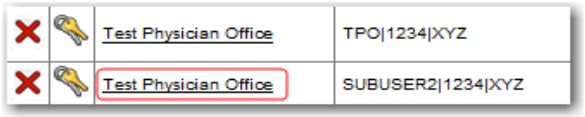
   This name can be edited by going to the Demographics tab of the sub-user and editing the name in the Name field. There is an option available to have the name field of the user copied into the sub-user.

Example with this option enabled:

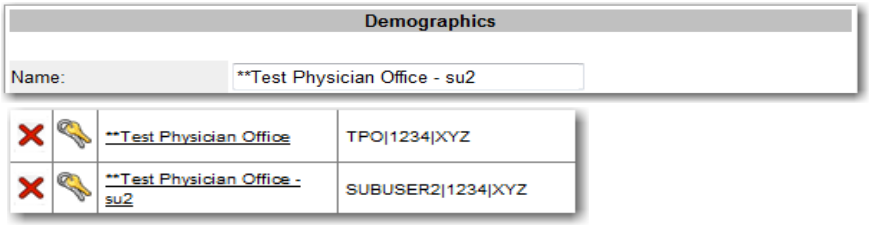
- The Name of the user that the sub-user is built under is 'Test Physician Office'.



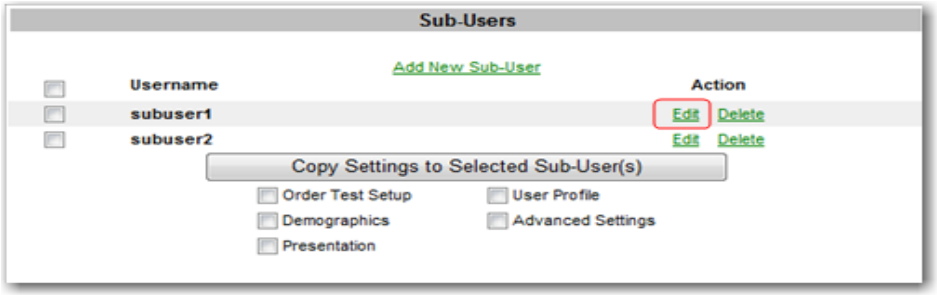
- With this option enabled the sub-user built under this user will have that Name field copied.



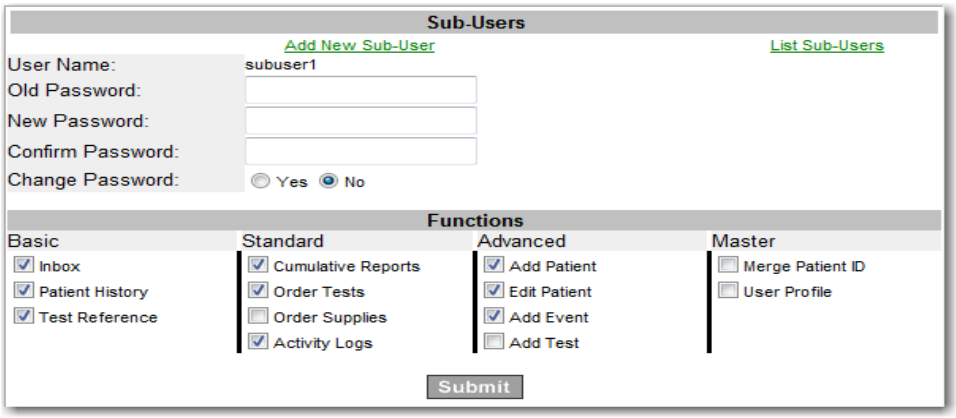
- This Name can then be edited on the Demographics tab of the sub-user to add the identity of the sub-user.



2) Change password or edit functions of a sub-user.
   a) Select the 'Edit' hyperlink to the right of the sub-user that you wish to edit.

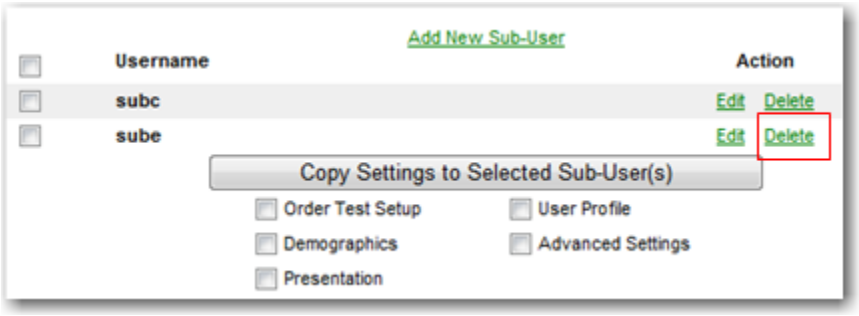


   b) A new page will display.

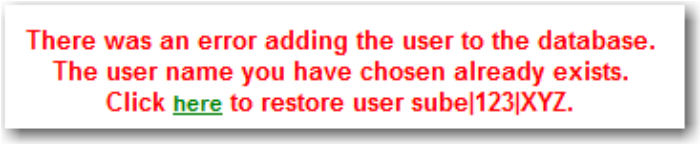


   c) Change the password or edit the functions to which the sub-user has access. If you would like to require the sub-user to change their password at their next login, select the 'Change Password' radio button.
   d) Select the 'Submit' button to save your changes.

3) Delete a Sub-User.
   a) Select the 'Delete' hyperlink to the right of the sub-user to be deleted.



   b) The sub-user will then be deleted.
   c) If you later try to add a new sub-user with the same User Name as the previously deleted sub-user to the same user a warning message will display:

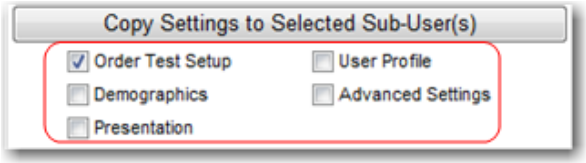

There was an error adding the user to the database.
The user name you have chosen already exists.
Click here to restore user sube|123|XYZ.

   d) If the 'Click here to restore user .....' is selected, the sub-user will be restored. The un-deleted sub-user will have all of their settings saved that were present at the time they were deleted. Note: This could include Common Insurances, Common Diagnosis Codes and Common Tests that have since been inactivated or deleted. Use the Common Test Validation, Common Insurance Validation and Common Diagnosis Validation functions to verify and update the appropriate screens.
   e) For auditing and security reasons you will not be able to add a sub-user, with the same User Name and Account # as a previously deleted sub-user, under a different user. You will only be able to un-delete that sub-user for the user they were built under.

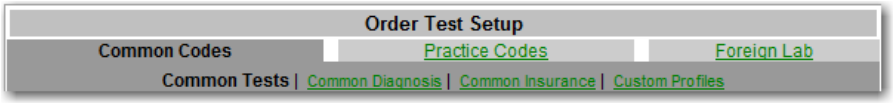
4) Copy Settings to Selected Sub-User(s).

   a) Select the sub-user(s) to have the settings copied into. Select the top checkbox to select all sub-users, or select each sub-user individually.

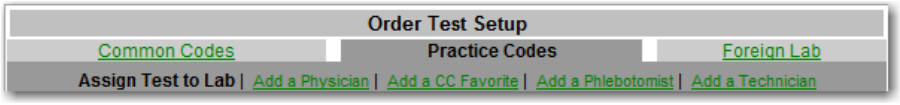
   b) Select the settings to be copied.



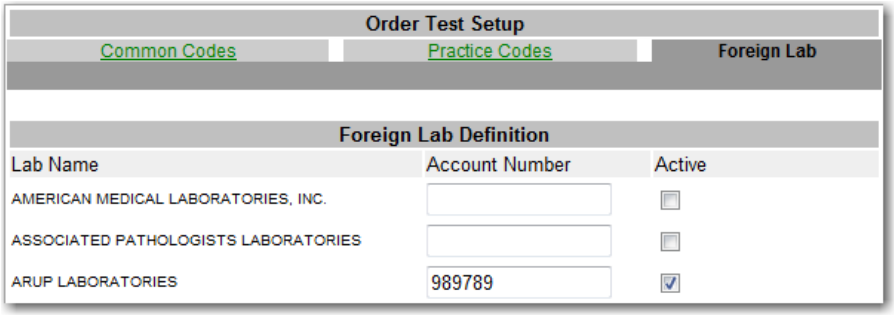
1.) Order Test Setup – This will copy everything under the user's Order Test Setup tab to the selected sub-user(s). This includes:
   a.) Common Codes (Common Tests, Common Diagnosis, Common Insurance, and Custom Profiles)


Order Test Setup
Common Codes
Practice Codes
Foreign Lab
Common Tests | Common Diagnosis | Common Insurance | Custom Profiles

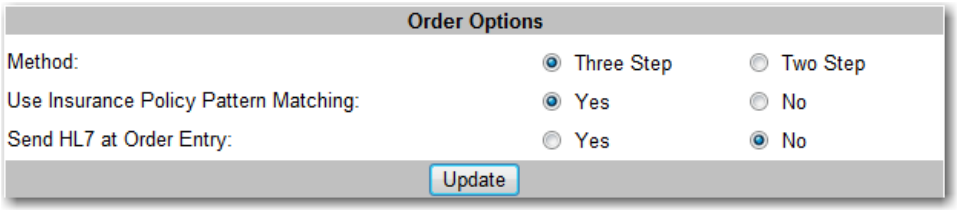
   b.) Practice Codes (Assign Test to Lab, Add a Physician, Add a CC Favorite, Add a Phlebotomist, and Add a Technician)


Order Test Setup
Common Codes
Practice Codes
Foreign Lab
Assign Test to Lab | Add a Physician | Add a CC Favorite | Add a Phlebotomist | Add a Technician

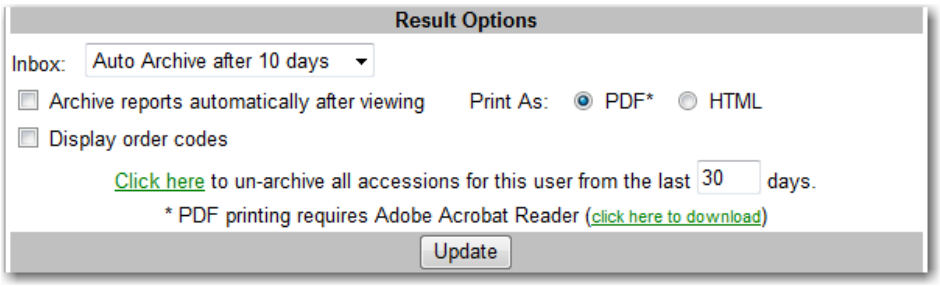
   c.) Foreign Lab



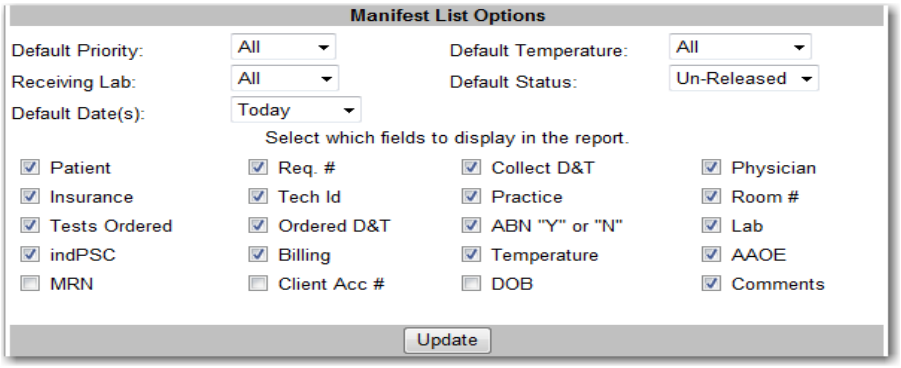
2.) User Profile – This will copy everything on the user's User Profile page to the selected sub-user(s) except the AutoPrint options at the bottom of the screen. This includes:
   a.) Order Options



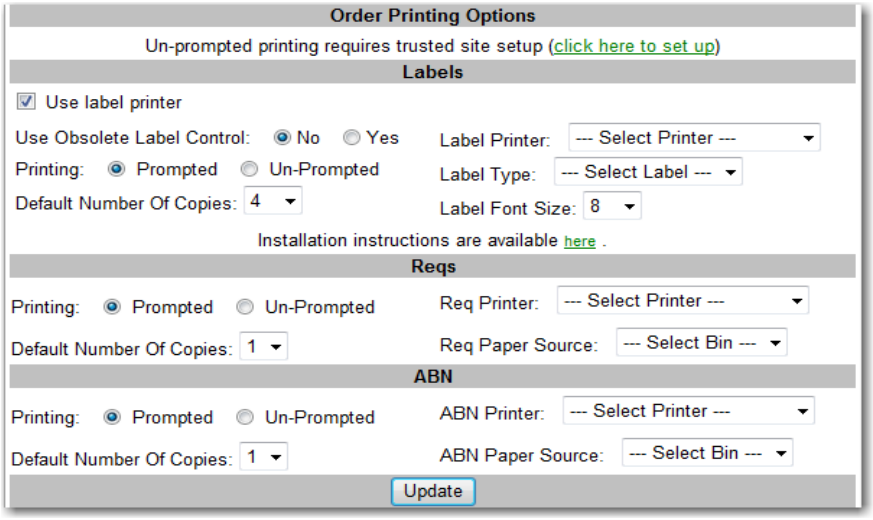
   b.) Result Options


Result Options
Inbox:
Auto Archive after 10 days
Archive reports automatically after viewing
Print As:
PDF*
HTML
Display order codes
Click here to un-archive all accessions for this user from the last 30 days.
* PDF printing requires Adobe Acrobat Reader (click here to download)
Update

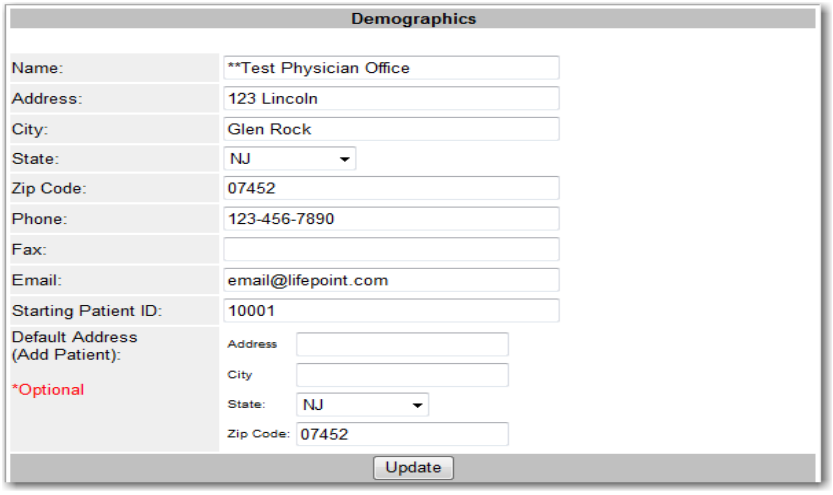
   c.) Manifest List Options



d.) Order Printing Options (Labels, Reqs and ABN)

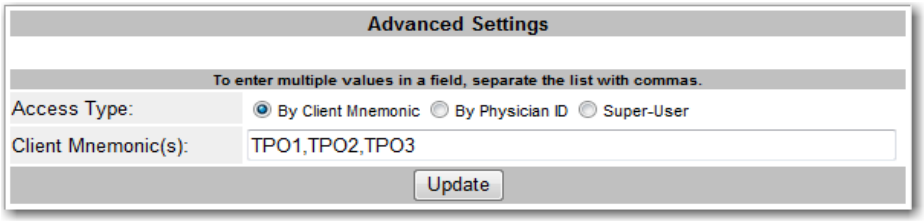

Order Printing Options
Un-prompted printing requires trusted site setup (click here to set up)
Labels
Use label printer
Use Obsolete Label Control: No Yes
Label Printer: --- Select Printer ---
Printing: Prompted Un-Prompted
Label Type: --- Select Label ---
Default Number Of Copies: 4
Label Font Size: 8
Installation instructions are available here .
Reqs
Printing: Prompted Un-Prompted
Req Printer: --- Select Printer ---
Default Number Of Copies: 1
Req Paper Source: --- Select Bin ---
ABN
Printing: Prompted Un-Prompted
ABN Printer: --- Select Printer ---
Default Number Of Copies: 1
ABN Paper Source: --- Select Bin ---
Update

3.) Demographics – This will copy everything on the user's Demographics page to the selected sub-user(s) except the Name field. Note: The starting PID field is automatically copied to all sub-users whenever a change is made to the user.

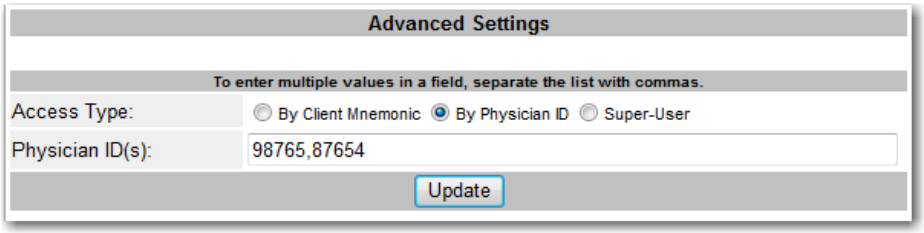


4.) Advanced Settings – This will copy everything on the user's Advanced Settings page to the selected sub-user(s). This means it will copy the Access Type and the fields related to that Access Type.

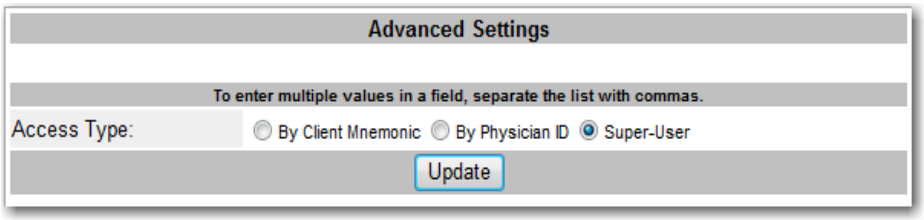
a.) Access Type 'By Client Mnemonic' will include that setting and the Client Mnemonic(s) field.



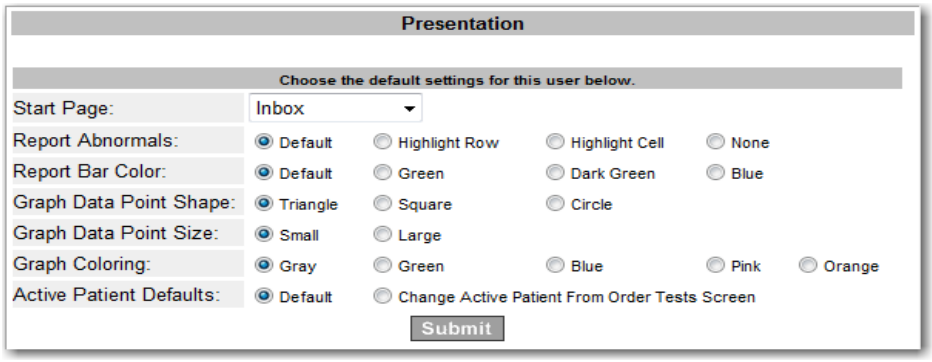
b.) Access Type 'By Physician ID' will include that setting and the Physician ID(s) field.



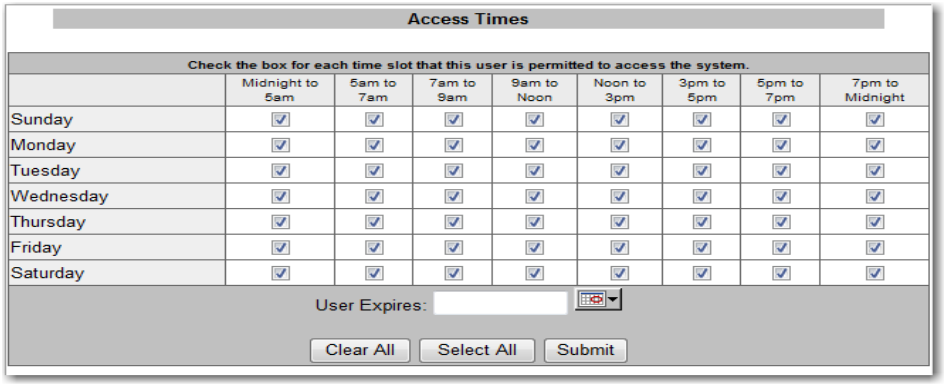
c.) Access Type 'Super-User' will include that setting.



5.) Presentation Settings – This will copy all of the settings on the User's Presentation page to the selected sub-user(s).



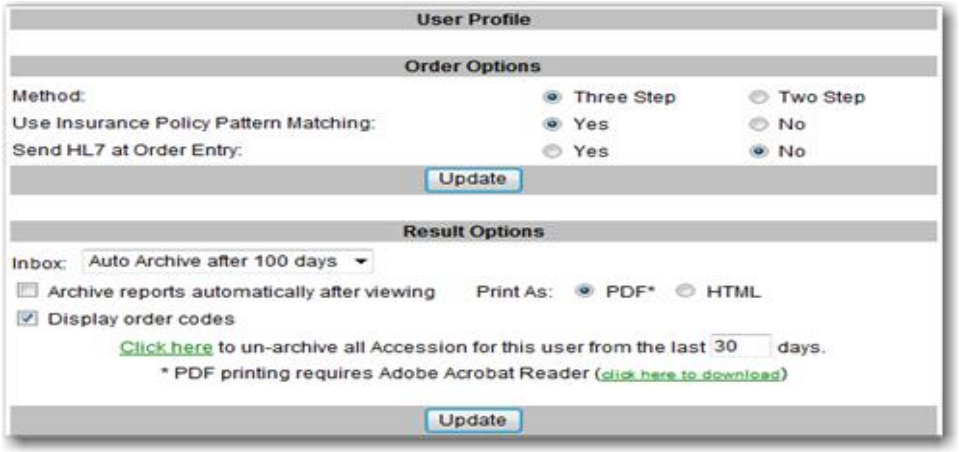
c. Access Times

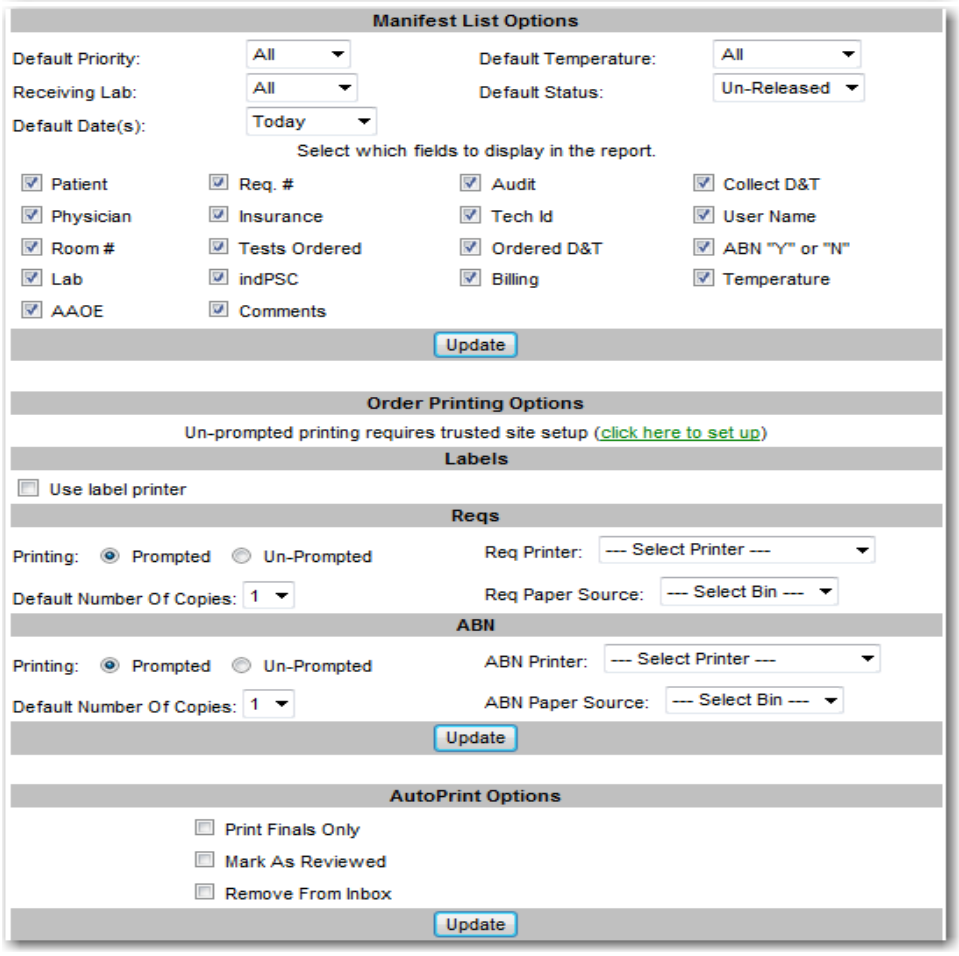


1) Select the dates and times that the user will have access to Lifepoint.
2) To set the user's password to expire on a certain date, enter that date in the box provided.
3) Select the 'Submit' button to save your changes.

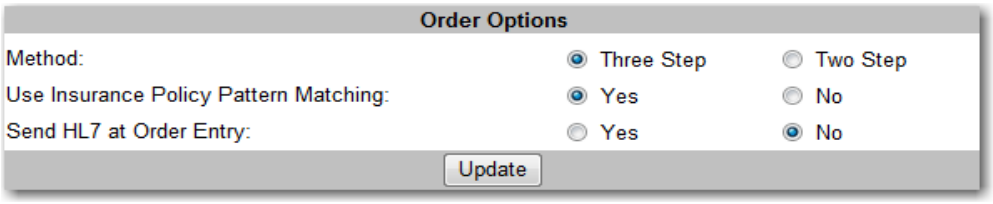
4. Application Preferences (Includes: User Profile, Presentation, Result Settings and User Messages)

a. User Profile


User Profile
Order Options
Method: Three Step Two Step
Use Insurance Policy Pattern Matching: Yes No
Send HL7 at Order Entry: Yes No
Update
Result Options
Inbox: Auto Archive after 100 days
Archive reports automatically after viewing
Print As: PDF* HTML
Display order codes
Click here to un-archive all Accession for this user from the last 30 days.
* PDF printing requires Adobe Acrobat Reader (click here to download)
Update



1) Order Options



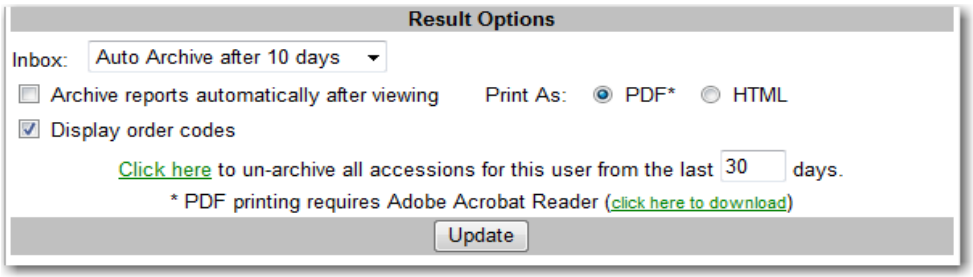
a) Method
   1.) Three Step ordering is the default. It includes the Patient Info, Common Tests, Common Diagnosis, and Order Review screens.
   2.) Two Step ordering includes a combined Common Tests/Common Diagnosis screen and the Order Review screen.

b) Use Insurance Policy Pattern Matching: Insurance Policy Pattern Matching is an optional feature of Lifepoint that works along with the Assign Insurance to Foreign Lab functionality. It allows the redirection of the order to be governed not only by the insurance, but also by the Policy # of the insurance.

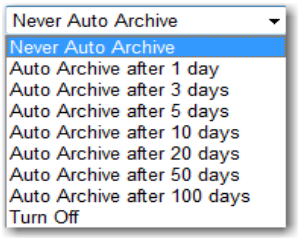
c) Send HL7 at Order Entry
   1.) If orders are interfaced, the orders can be sent either when one of the 'Transmit' options is selected on the Manifest List (this is the default), or when the 'Order' button is selected on the Order Review screen.
   2.) Select the Send HL7 at Order Entry 'Yes' radio button if you would like the order to be sent when the 'Order' button is selected on the Order Review screen.

d) Select the 'Update' button at the bottom of this section to save your changes.

2) Result Options


Result Options
Inbox:
Auto Archive after 10 days
Archive reports automatically after viewing
Print As:
PDF*
HTML
Display order codes
Click here to un-archive all accessions for this user from the last 30 days.
* PDF printing requires Adobe Acrobat Reader (click here to download)
Update

a) Inbox:
   1.) Select the Inbox options for the user from the dropdown box provided. Selecting the 'Turn Off' option will turn off the Inbox for the user.

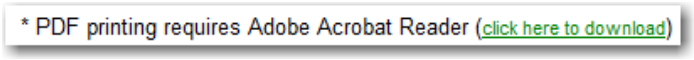

Never Auto Archive
Never Auto Archive
Auto Archive after 1 day
Auto Archive after 3 days
Auto Archive after 5 days
Auto Archive after 10 days
Auto Archive after 20 days
Auto Archive after 50 days
Auto Archive after 100 days
Turn Off

   2.) Select the 'Archive reports automatically after viewing' checkbox for the reports to be automatically archived once they have been viewed. The results will be archived for all users of the practice.

b) Print As:

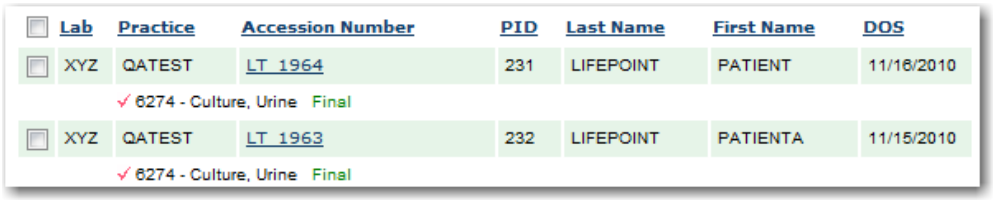
1.) The default for printing is PDF.

2.) PDF printing requires Adobe Acrobat Reader. If the Adobe Acrobat program does not already exist on the PC select the 'click here to download' hyperlink.



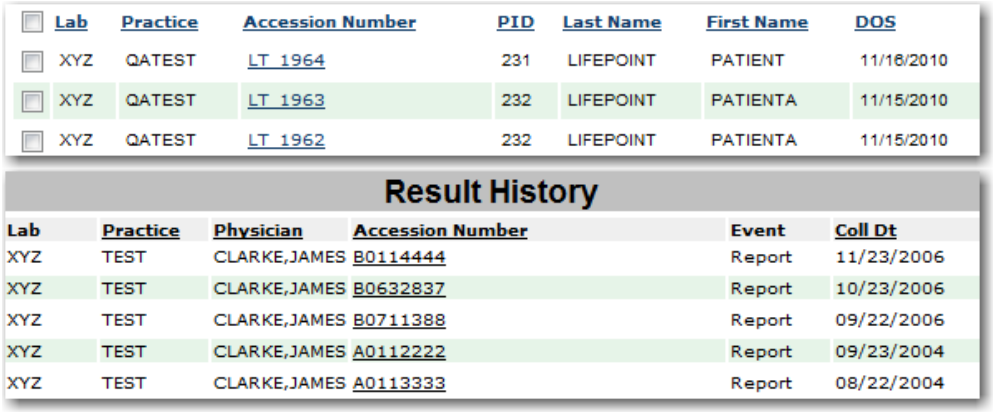
c) Display Order Codes:

1.) The default display for the Inbox includes Patient information, Accession information, and the Order Codes and Names.



Lab	Practice	Accession Number	PID	Last Name	First Name	DOS
XYZ	QATEST	LT 1964	231	LIFEPOINT	PATIENT	11/16/2010
	✓ 6274 - Culture, Urine Final					
XYZ	QATEST	LT 1963	232	LIFEPOINT	PATIENTA	11/15/2010
	✓ 6274 - Culture, Urine Final					

2.) If the 'Display Order Codes' checkbox is unchecked, the Order Codes and Names will not be displayed in the Inbox and in the Result History section of Patient History.



Lab	Practice	Accession Number	PID	Last Name	First Name	DOS
XYZ	QATEST	LT 1964	231	LIFEPOINT	PATIENT	11/16/2010
XYZ	QATEST	LT 1963	232	LIFEPOINT	PATIENTA	11/15/2010
XYZ	QATEST	LT 1962	232	LIFEPOINT	PATIENTA	11/15/2010

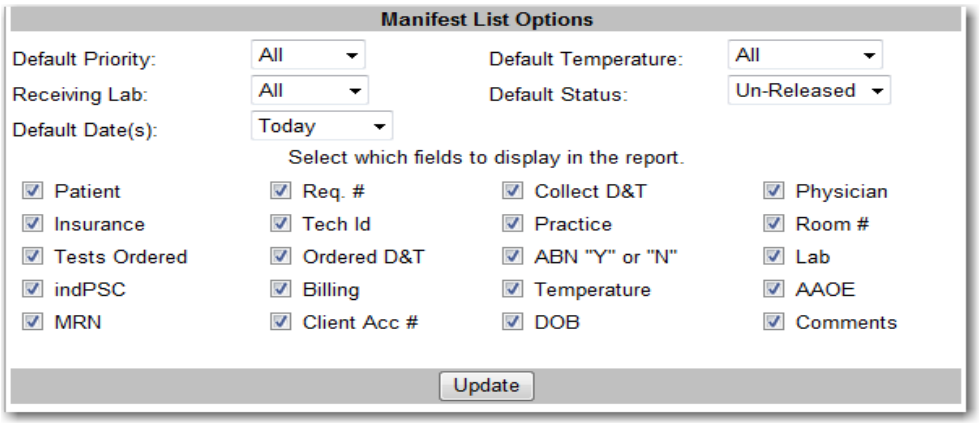
Result History

Lab	Practice	Physician	Accession Number	Event	Coll Dt
XYZ	TEST	CLARKE,JAMES	B0114444	Report	11/23/2006
XYZ	TEST	CLARKE,JAMES	B0632837	Report	10/23/2006
XYZ	TEST	CLARKE,JAMES	B0711388	Report	09/22/2006
XYZ	TEST	CLARKE,JAMES	A0112222	Report	09/23/2004
XYZ	TEST	CLARKE,JAMES	A0113333	Report	08/22/2004

d) Select the 'Click here to un-archive all accessions for this user from the last "#" of days' to un-archive accessions for this user and return them to the Inbox.

e) Select the 'Update' button at the bottom of this section to save your changes.

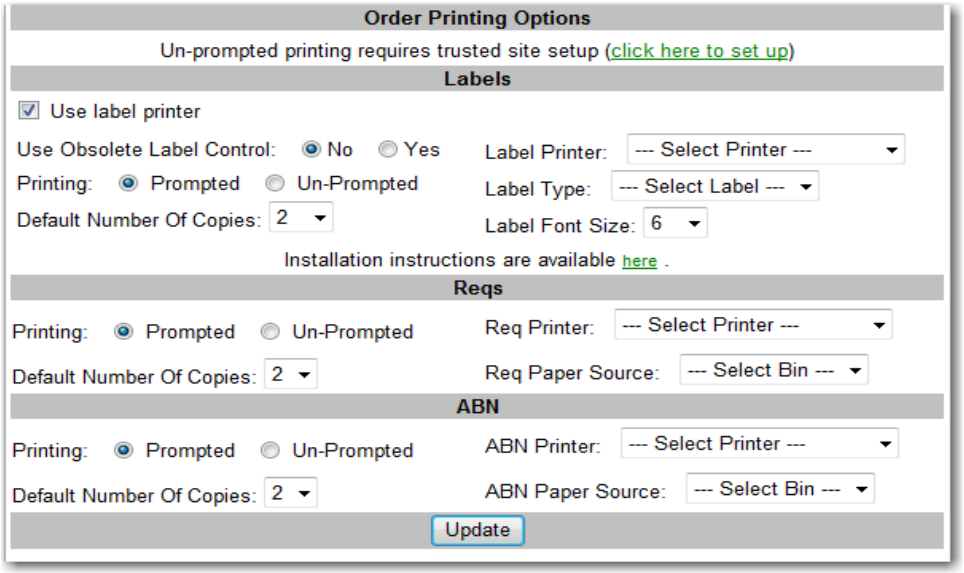
3) Manifest List Options



a) Select the default settings for the User's Manifest List report.

b) Select the 'Update' button at the bottom of this section to save your changes.

4) Order Printing Options


Order Printing Options
Un-prompted printing requires trusted site setup (click here to set up)
Labels
Use label printer
Use Obsolete Label Control: No Yes
Printing: Prompted Un-Prompted
Default Number Of Copies: 2
Label Printer: --- Select Printer ---
Label Type: --- Select Label ---
Label Font Size: 6
Installation instructions are available here .
Reqs
Printing: Prompted Un-Prompted
Default Number Of Copies: 2
Req Printer: --- Select Printer ---
Req Paper Source: --- Select Bin ---
ABN
Printing: Prompted Un-Prompted
Default Number Of Copies: 2
ABN Printer: --- Select Printer ---
ABN Paper Source: --- Select Bin ---
Update

a) Unprompted printing

1.) The default for printing ABN's, Requisitions, and Labels is 'Prompted'. This means that a print confirmation window will be displayed. This window allows the user to verify the printer and the number of copies to be printed.

2.) This confirmation window can be by-passed and 'Un-prompted' printing can be used. To use un-prompted printing Lifepoint has to be set up as a trusted site. To set up Lifepoint as a trusted site select the 'click here to set up' hyperlink. This will need to be done for each user who will be placing 'Un-prompted' orders.

b) Labels

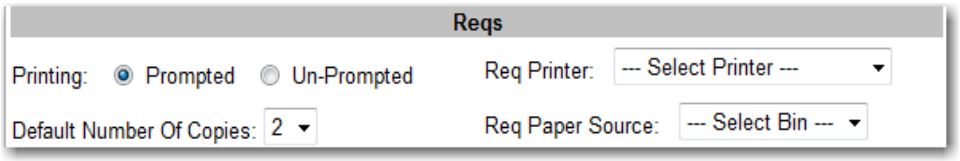
1.) Select the 'Use label printer' checkbox.

2.) Additional fields will then display.

Labels
Use label printer
Use Obsolete Label Control: No Yes
Printing: Prompted Un-Prompted
Default Number Of Copies: 2
Label Printer: --- Select Printer ---
Label Type: --- Select Label ---
Label Font Size: 6
Installation instructions are available here .

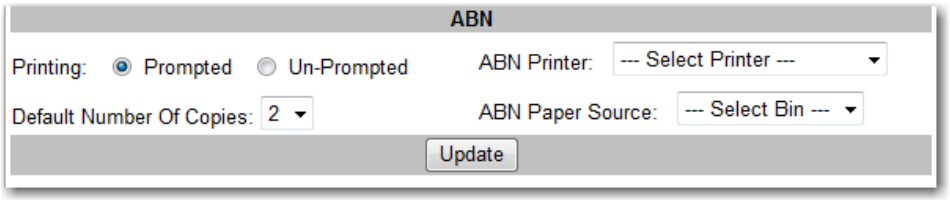
A complete description of this section of the screen is included in the Lifepoint.com Label Printer Installation Guide. It is available by selecting the 'Installation instructions are available here.' link.

c) Reqs



1.) The default is 'Prompted'.
2.) If 'Un-Prompted' is selected:
   a.) Lifepoint will need to be set up as a trusted site (see hyperlink at the top section of the page). If Lifepoint has already been set up as a trusted site for this user it will not need to be done again.
   b.) The 'Req Printer' and 'Req Paper Source' will need to be set up. Select the Printer and Bin from the dropdown boxes provided.
   c.) The 'Default Number of Copies' will need to be selected from the dropdown box.
3.) Select the 'Update' button at the bottom of this section to save your changes.

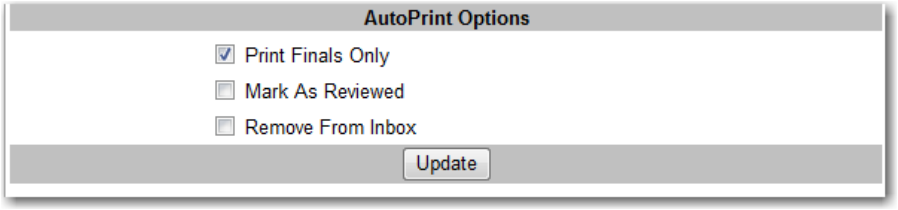
d) ABN



1.) The default is 'Prompted'.
2.) If 'Un-Prompted' is selected:
   a.) Lifepoint will need to be set up as a trusted site (see hyperlink at the top section of the page). If Lifepoint has already been set up as a trusted site for this user it will not need to be done again.
   b.) The 'ABN Printer' and 'ABN Paper Source' will need to be set up. Select the Printer and Bin from the dropdown boxes provided.
   c.) The 'Default Number of Copies' will need to be selected from the dropdown box.
   d.) Select the 'Update' button at the bottom of this section to save your changes.

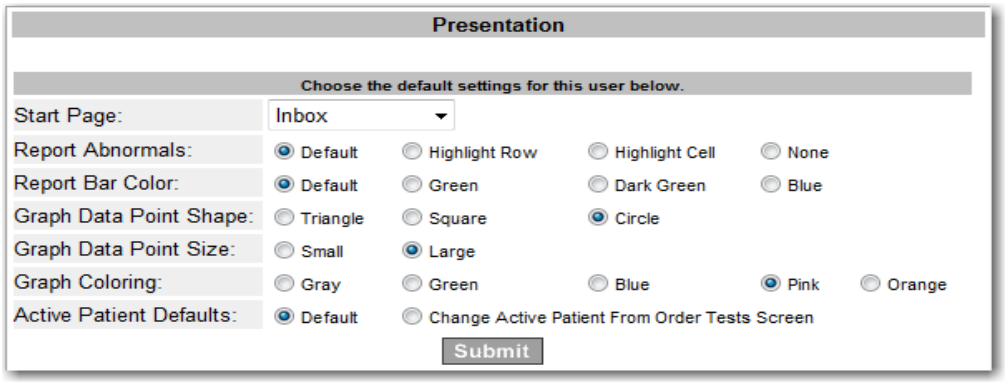
5) AutoPrint Options

a) AutoPrint is set up to run through a user. If AutoPrint will be running through this user, select from the options listed.



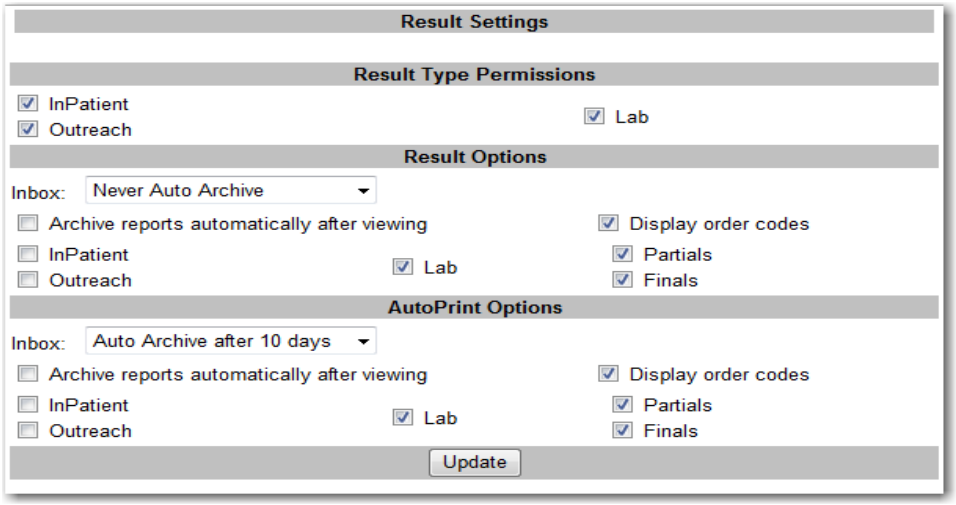
b) Select the 'Update' button at the bottom of this section to save your changes.

b. Presentation



1) The default Start Page for a user or sub-user is the Inbox page. The default Start Page for an admin user is the Patient Search page. The Start Page for a user or sub-user can be changed to the Patient Search page by selecting that option from the dropdown box provided. The Start Page for an admin user can not be changed.
2) Select the radio buttons next to the corresponding Presentation options that define how results will be displayed.
   a) 'Report Abnormals' defines the type of highlighting for abnormal values on the screen and on the printed report.
   b) 'Report Bar Color' defines the color of the report bar on the screen.
   c) 'Graph Data Point Shape', 'Graph Data Point Size', and 'Graph Coloring' define the appearance of the data points and background of the Cumulative Graph.
   d) Select the 'Active Patient' option. The default is that the Active Patient will remain displayed in the Active Patient header after an order has been submitted. If the 'Change Active Patient from Order Tests Screen' radio button is selected the patient will be removed from the Active Patient header after the order has been submitted.
   e) Select the 'Submit' button to save your changes.

c. Result Settings



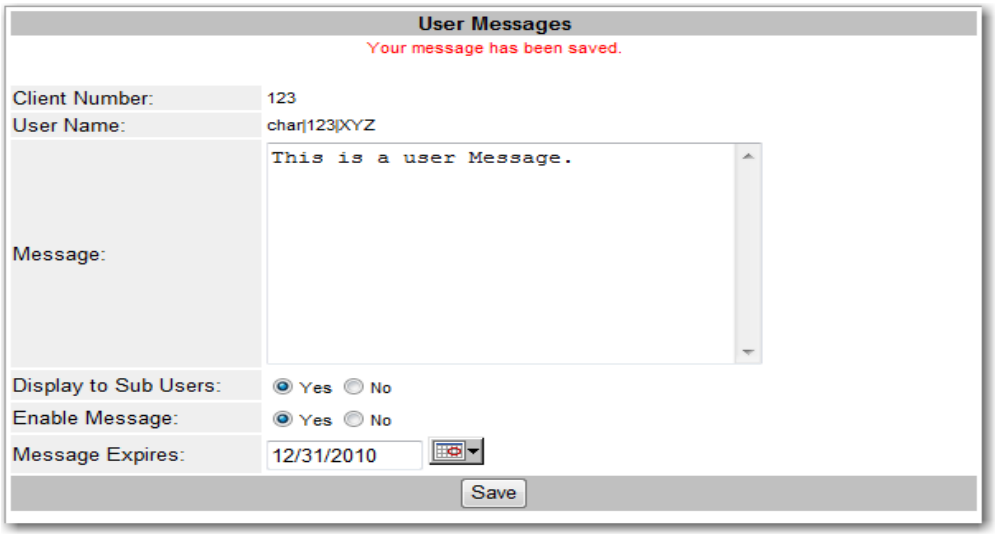
The Result Settings tab is part of the Result Filtering functionality that is an optional feature of Lifepoint that can be purchased.

d. User Messages

About User Messages:

- User Messages are an optional feature of Lifepoint that is available for no additional charge. Contact your Account Manager to have this functionality enabled for your site.
- User messages are text messages that display to the user at login.
- There are two types of User Messages:
  - User Notifications: These messages are created in Admin Mode using the Edit User/User Messages function and will only be displayed to the user they are built under and, if desired, the sub-users of that user. They are the messages that will be discussed here.
  - System Wide Notifications: These messages are created in Admin Mode using the Add/Edit SYS Messages function in the Navigation bar and will be displayed to all users. They will be discussed later in this manual.

1) To create a User Notification:



a) Enter the message you would like to be displayed to the user in the free text box provided.

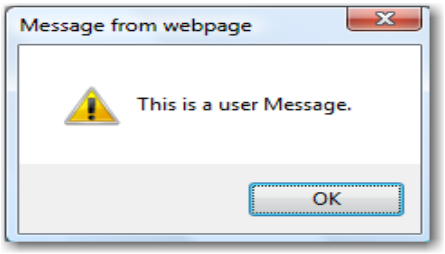
b) Select whether or not you would also like the message to be displayed to the sub-users of this user by selecting the Display to Sub Users 'Yes' or 'No' radio button.

c) Select the Enable Message 'Yes' radio button to enable the message to be displayed. Selecting the 'No' radio button will stop the message from being displayed.

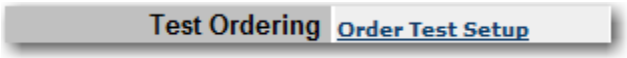
d) To set the message to stop being displayed on a certain date in the future, enter the date in the Message Expires box.

e) Select the 'Save' button to save your entries.

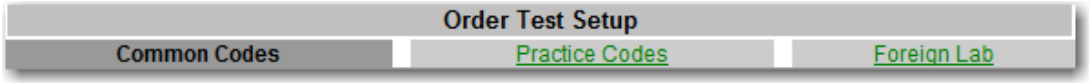
2) These messages will be displayed to the designated user(s) as a pop-up window immediately after the user has logged in.



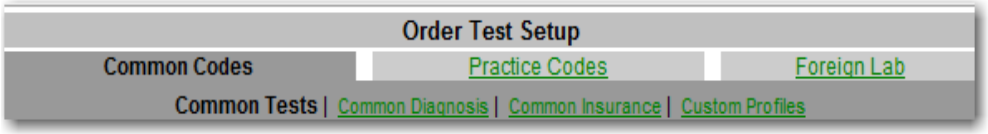
5. Test Ordering (Includes Order Test Setup)



a. Order Test Setup (Includes: Common Codes, Practice Codes and Foreign Lab)



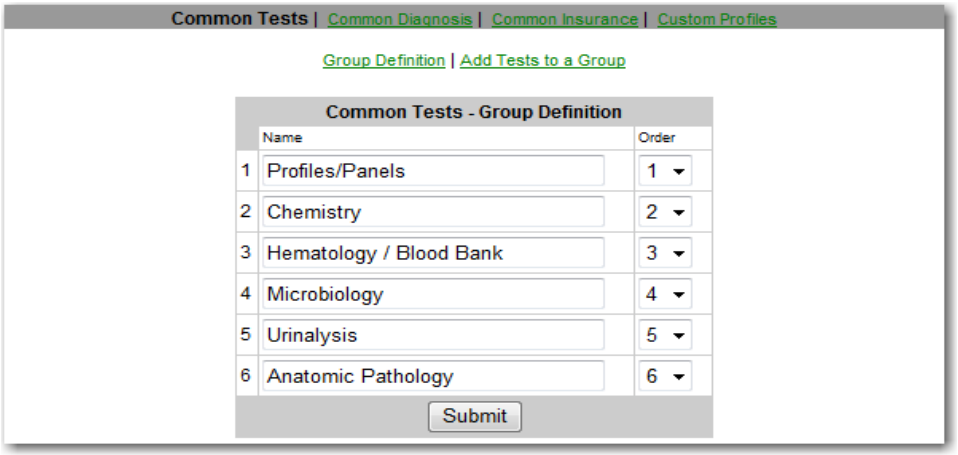
1) Common Codes (Includes: Common Tests, Common Diagnosis, Common Insurance and Custom Profiles)


Order Test Setup
Common Codes
Practice Codes
Foreign Lab
Common Tests | Common Diagnosis | Common Insurance | Custom Profiles

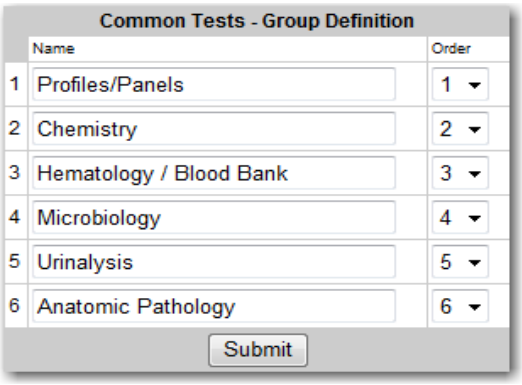
About Common Codes:

- When you are first setting up Lifepoint you will designate one user to be your 'Default User'. Once that user has been set up by Lifepoint to be the Default User, all users created after that will have the Common Tests, Common Diagnosis, and Common Insurance screens copied from that Default User.
- The Common Tests, Common Diagnosis, Common Insurance and Custom Profiles that exist in a user when a sub-user is built under that user, will be automatically copied to the sub-user. Any changes that are made to the user after the sub-user already exists will need to be copied to the sub-user using the Copy Setting to Selected Sub-User(s) function.
- Any of these settings can then be changed for a particular user/sub-user.

a) Common Tests


Common Tests | Common Diagnosis | Common Insurance | Custom Profiles
Group Definition | Add Tests to a Group
Common Tests - Group Definition
Name
Order
1 Profiles/Panels 1
2 Chemistry 2
3 Hematology / Blood Bank 3
4 Microbiology 4
5 Urinalysis 5
6 Anatomic Pathology 6
Submit

1.) Create/Edit a Group Definition:



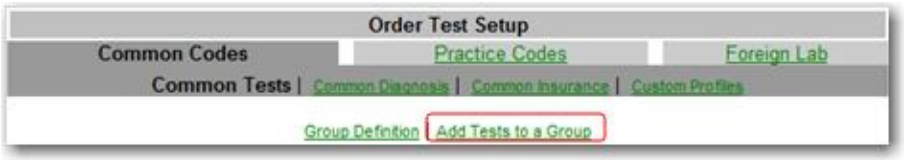
a.) Enter the names of the Groups in the free text box provided.

b.) Select the Order for the Groups to appear on the Order Tests screen.

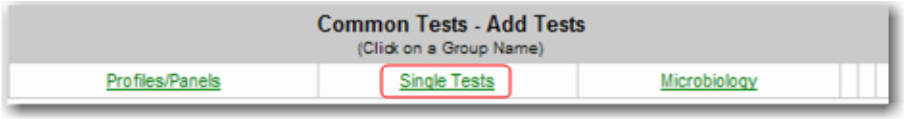
c.) Select the 'Submit' button to save your entries.

2.) Add Tests to a Group:

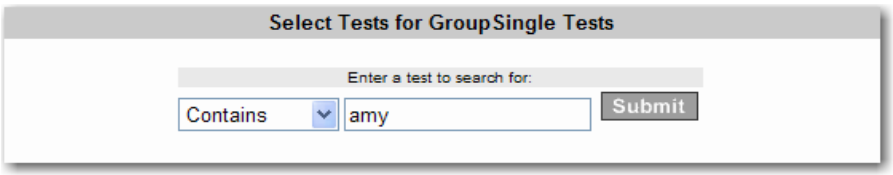
a.) Select the 'Add Tests to a Group' hyperlink.



b.) Select the 'Group Name' hyperlink.

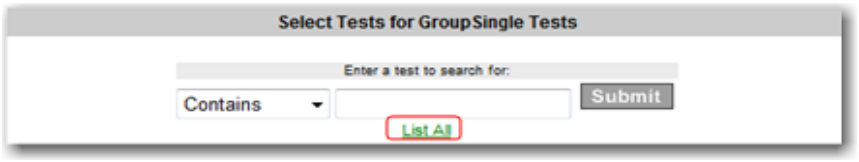


c.) You can search for a test by either the Test Name, Test Code or Synonym. For a test to be found using a synonym, that synonym must exist in the Synonym field of the Test Dictionary for that test. This will be discussed later in this manual. Select the 'Submit' button.

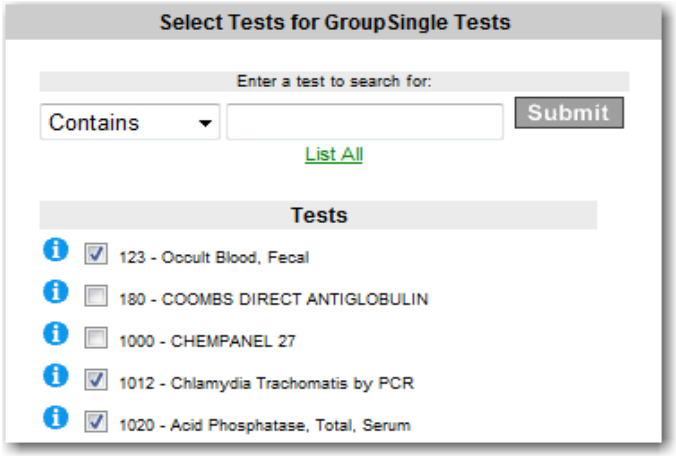


d.) A list will display for you to select from. Select the 'Test Name' hyperlink of the test to be added. If the test does not exist, it can be added to the database through the Admin Mode/Add Tests function that will be discussed later in this manual.

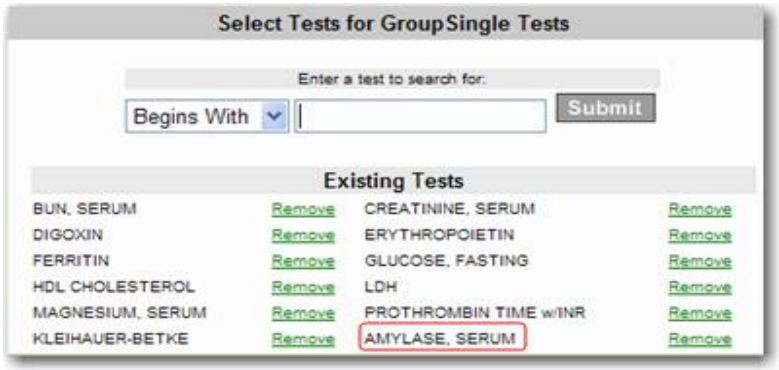
- There is an option available, if your test dictionary is not too large, to also have a 'List All' link available.



- This will allow you to select multiple tests at one time from your test directory.



e.) The test will then be added to the Group.

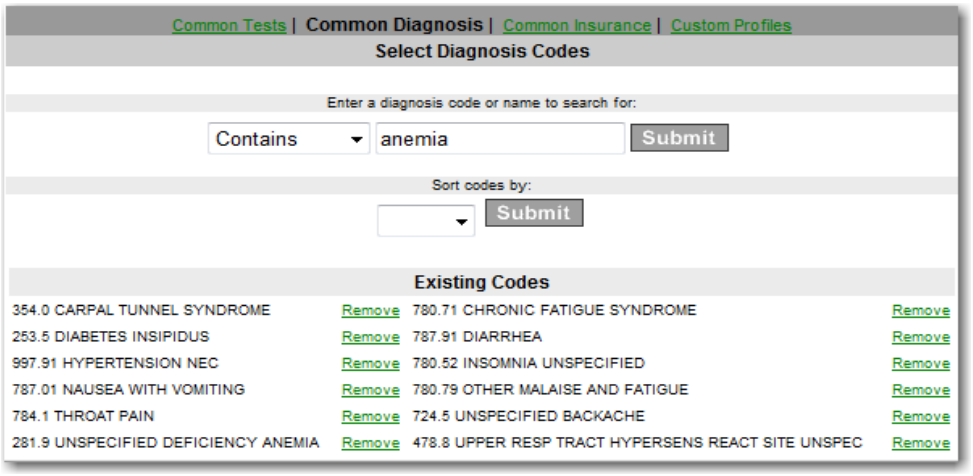


f.) The tests will appear on this screen, and on the Common Tests screen the user will be selecting them from, in alphabetical order.

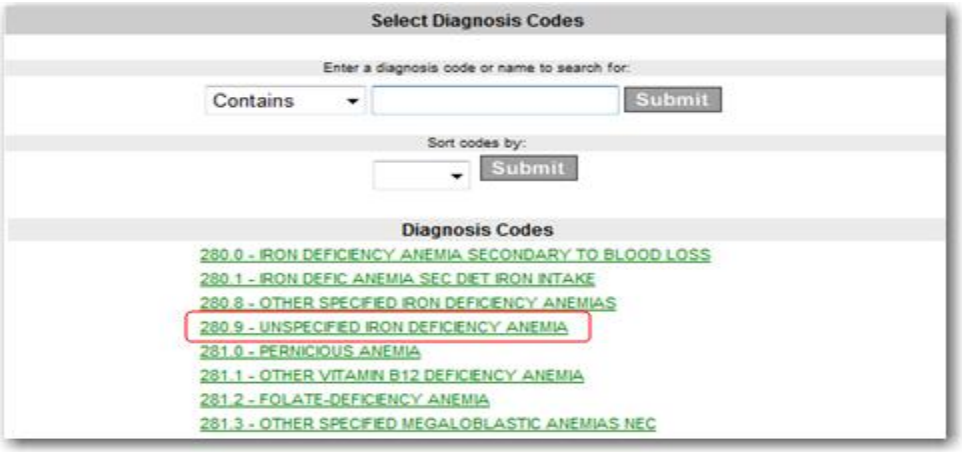
g.) Up to 100 tests can be added to each group, but it is recommended not to make it too large. The user can easily do a search for a test that is not on the Common List.

3.) To remove a test from the list, select the 'Remove' hyperlink to the right of the test name.

b) Common Diagnosis

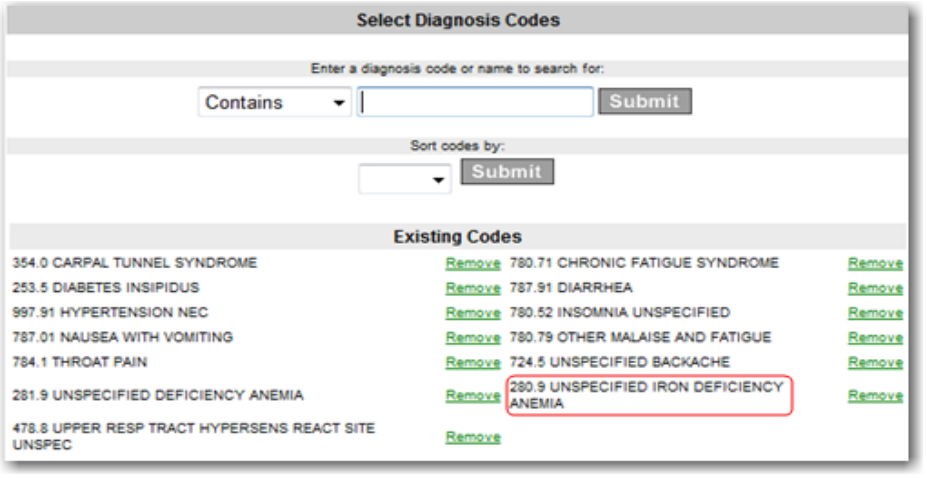

Common Tests | Common Diagnosis | Common Insurance | Custom Profiles
Select Diagnosis Codes
Enter a diagnosis code or name to search for:
Contains
anemia
Submit
Sort codes by:
Submit
Existing Codes
354.0 CARPAL TUNNEL SYNDROME Remove
253.5 DIABETES INSIPIDUS Remove
997.91 HYPERTENSION NEC Remove
787.01 NAUSEA WITH VOMITING Remove
784.1 THROAT PAIN Remove
281.9 UNSPECIFIED DEFICIENCY ANEMIA Remove
780.71 CHRONIC FATIGUE SYNDROME Remove
787.91 DIARRHEA Remove
780.52 INSOMNIA UNSPECIFIED Remove
780.79 OTHER MALAISE AND FATIGUE Remove
724.5 UNSPECIFIED BACKACHE Remove
478.8 UPPER RESP TRACT HYPERSENS REACT SITE UNSPEC Remove

1.) Enter the search criteria of either the Diagnosis Code or Diagnosis Name to be added and select the 'Submit' button.


Select Diagnosis Codes
Enter a diagnosis code or name to search for:
Contains
Submit
Sort codes by:
Submit
Diagnosis Codes
280.0 - IRON DEFICIENCY ANEMIA SECONDARY TO BLOOD LOSS
280.1 - IRON DEFIC ANEMIA SEC DIET IRON INTAKE
280.8 - OTHER SPECIFIED IRON DEFICIENCY ANEMIAS
280.9 - UNSPECIFIED IRON DEFICIENCY ANEMIA
281.0 - PERNICIOUS ANEMIA
281.1 - OTHER VITAMIN B12 DEFICIENCY ANEMIA
281.2 - FOLATE-DEFICIENCY ANEMIA
281.3 - OTHER SPECIFIED MEGALOBLASTIC ANEMIAS NEC

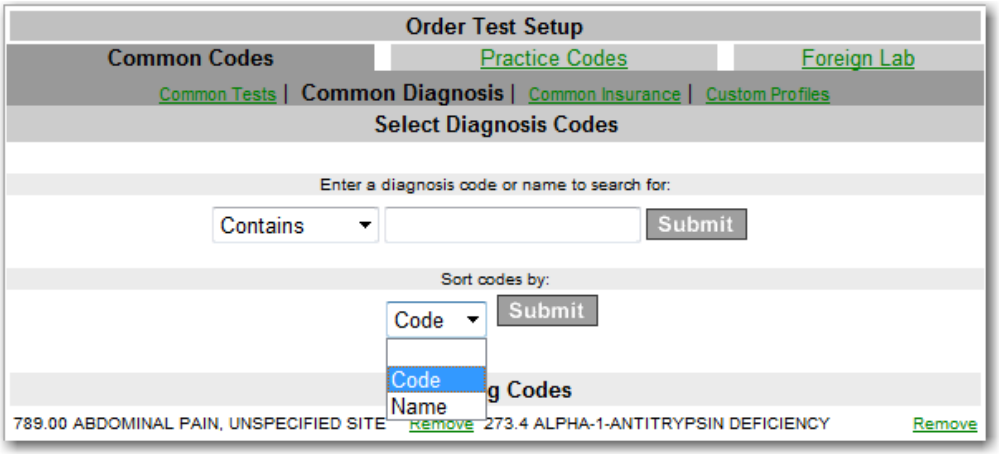
2.) From the list displayed select the 'Diagnosis Code' hyperlink to be added. If the Diagnosis Code does not exist, it can be added to the database through the Admin Mode/Add Diagnosis function that will be discussed later in this manual.

3.) The Diagnosis will then be added to the list.

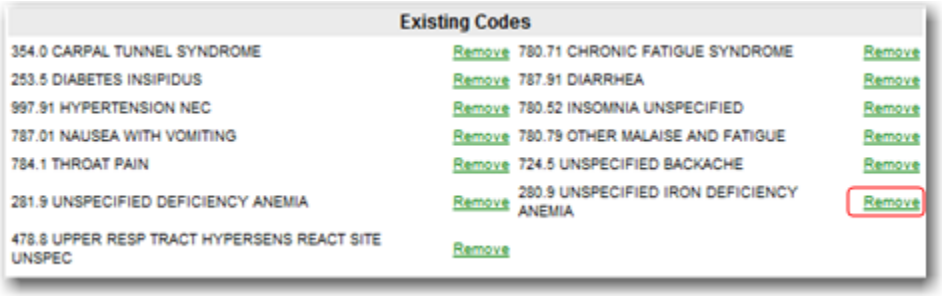

Select Diagnosis Codes
Enter a diagnosis code or name to search for:
Contains
Submit
Sort codes by:
Submit
Existing Codes
354.0 CARPAL TUNNEL SYNDROME Remove
253.5 DIABETES INSIPIDUS Remove
997.91 HYPERTENSION NEC Remove
787.01 NAUSEA WITH VOMITING Remove
784.1 THROAT PAIN Remove
281.9 UNSPECIFIED DEFICIENCY ANEMIA Remove
478.8 UPPER RESP TRACT HYPERSENS REACT SITE UNSPEC Remove
780.71 CHRONIC FATIGUE SYNDROME Remove
787.91 DIARRHEA Remove
780.52 INSOMNIA UNSPECIFIED Remove
780.79 OTHER MALAISE AND FATIGUE Remove
724.5 UNSPECIFIED BACKACHE Remove
280.9 UNSPECIFIED IRON DEFICIENCY ANEMIA Remove

4.) The number of Common Diagnosis Codes is limited to 100, but it is recommended not to make it too large. The user can easily do a search for a Diagnosis that is not on the Common List.

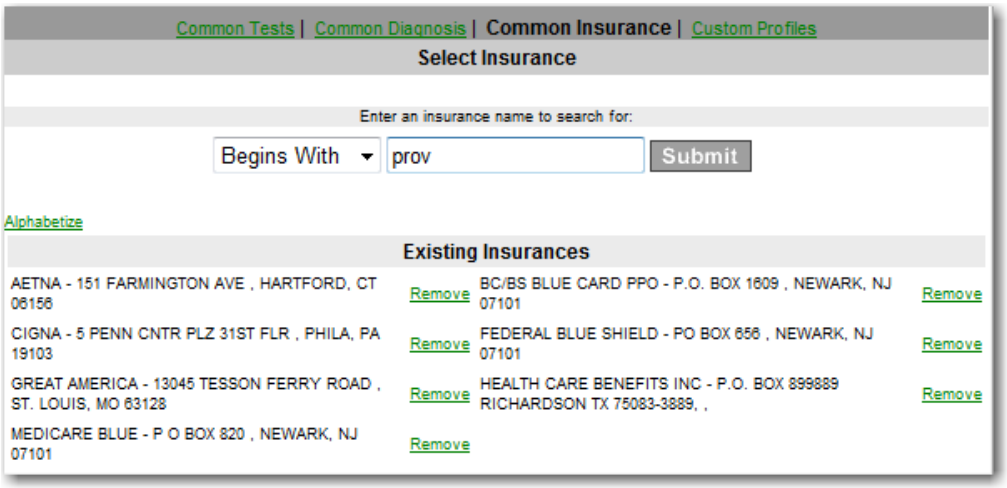
5.) The Diagnosis Codes appear on this screen, and on the Common Diagnosis screen the user will be selecting them from, in alphabetical order sorted by Diagnosis Name. There is dropdown box provided if you would like to have them sorted by Diagnosis Code on both screens.



6.) To remove a Diagnosis from the list, select the 'Remove' hyperlink to the right of the Diagnosis.

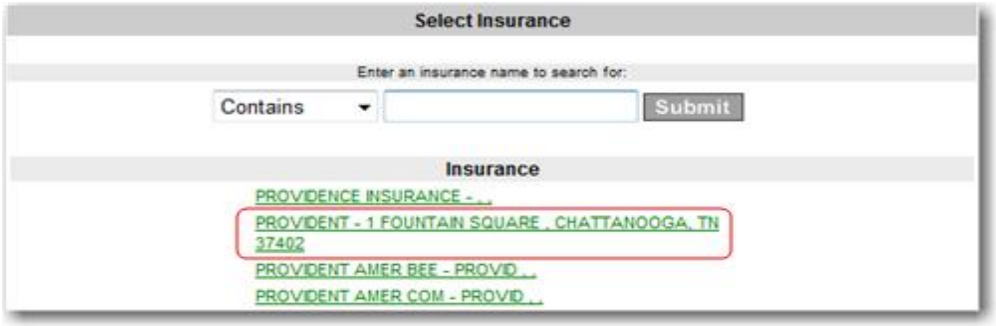


c) Common Insurance

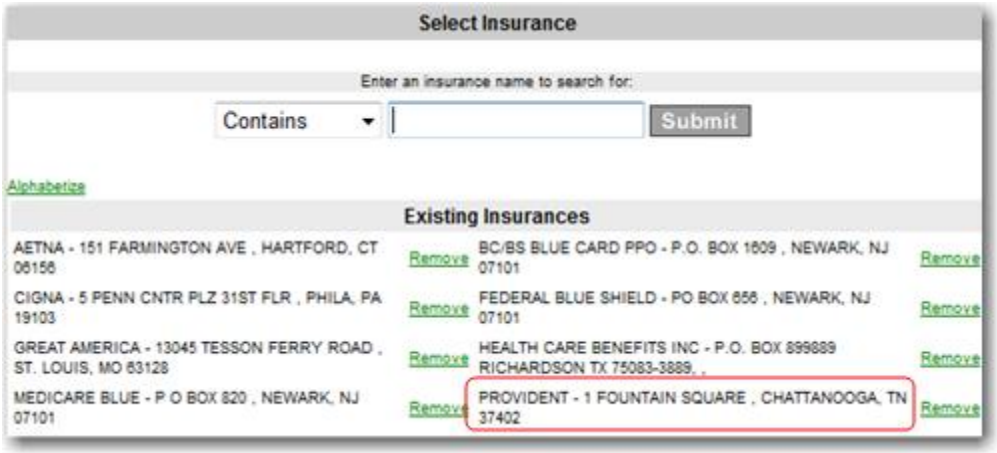

Common Tests | Common Diagnosis | Common Insurance | Custom Profiles
Select Insurance
Enter an insurance name to search for:
Begins With
prov
Submit
Alphabetize
Existing Insurances
AETNA - 151 FARMINGTON AVE , HARTFORD, CT 06156
Remove
BC/BS BLUE CARD PPO - P.O. BOX 1609 , NEWARK, NJ 07101
Remove
CIGNA - 5 PENN CNTR PLZ 31ST FLR , PHILA, PA 19103
Remove
FEDERAL BLUE SHIELD - PO BOX 656 , NEWARK, NJ 07101
Remove
GREAT AMERICA - 13045 TESSON FERRY ROAD , ST. LOUIS, MO 63128
Remove
HEALTH CARE BENEFITS INC - P.O. BOX 899889 RICHARDSON TX 75083-3889, ,
Remove
MEDICARE BLUE - P O BOX 820 , NEWARK, NJ 07101
Remove

1.) Enter the search criteria of the insurance name to be added and select the 'Submit' button.

2.) From the list displayed select the 'Insurance Name' hyperlink to be added. If an insurance does not exist in the list, it can be added thru the Admin Mode/Add Insurance function that will be discussed later in this manual.

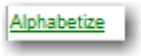


3.) The insurance will then be added to the list.


Select Insurance
Enter an insurance name to search for:
Contains
Submit
Alphabetize
Existing Insurances
AETNA - 151 FARMINGTON AVE , HARTFORD, CT 06156 Remove
BC/BS BLUE CARD PPO - P.O. BOX 1609 , NEWARK, NJ 07101 Remove
CIGNA - 5 PENN CNTR PLZ 31ST FLR , PHILA, PA 19103 Remove
FEDERAL BLUE SHIELD - PO BOX 656 , NEWARK, NJ 07101 Remove
GREAT AMERICA - 13045 TESSON FERRY ROAD , ST. LOUIS, MO 63128 Remove
HEALTH CARE BENEFITS INC - P.O. BOX 899889 RICHARDSON TX 75083-3889, , Remove
MEDICARE BLUE - P O BOX 820 , NEWARK, NJ 07101 Remove
PROVIDENT - 1 FOUNTAIN SQUARE , CHATTANOOGA, TN 37402 Remove

4.) The number of Common Insurances is limited to 50, but it is recommended not to make it too large. The user can easily do a search for an insurance that is not on the Common List.

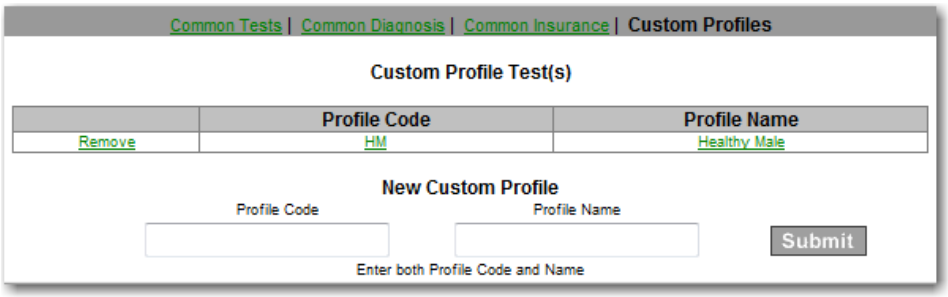
5.) The default is for the insurances to appear on this screen, and on the Common Insurance screen that the user selects from, in the order they were added. If you want them to appear in alphabetical order select the 'Alphabetize' link and they will appear in alphabetical order on both screens.



6.) To remove an insurance name from the list, select the 'Remove' hyperlink to the right of the insurance.

Existing Insurances
AETNA - 151 FARMINGTON AVE , HARTFORD, CT 06156 Remove
BC/BS BLUE CARD PPO - P.O. BOX 1609 , NEWARK, NJ 07101 Remove
CIGNA - 5 PENN CNTR PLZ 31ST FLR , PHILA, PA 19103 Remove
FEDERAL BLUE SHIELD - PO BOX 656 , NEWARK, NJ 07101 Remove
GREAT AMERICA - 13045 TESSON FERRY ROAD , ST. LOUIS, MO 63128 Remove
HEALTH CARE BENEFITS INC - P.O. BOX 899889 RICHARDSON TX 75083-3889, , Remove
MEDICARE BLUE - P O BOX 820 , NEWARK, NJ 07101 Remove
PROVIDENT - 1 FOUNTAIN SQUARE , CHATTANOOGA, TN 37402 Remove

d) Custom Profile

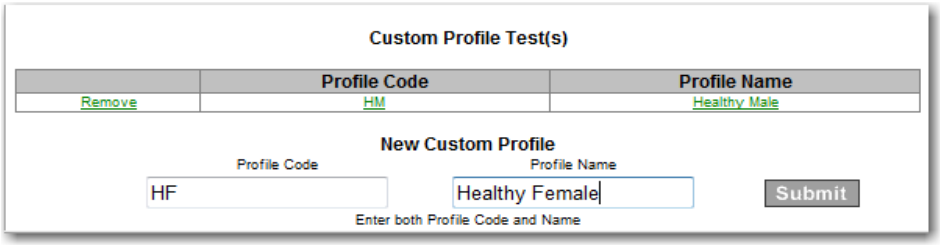


About a Custom Profile

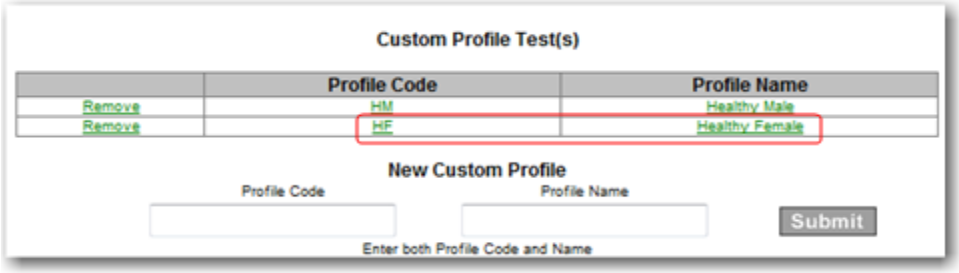
- A group of tests that a physician commonly orders together can be built into a Custom Profile. Once the Custom Profile is created it can be added to the Common Test screen of the user(s) at that physician's office.
- When a Custom Profile is ordered it will be broken down into the components on the Order Review screen, on the Requisition and if an orders interface is being used in the interface file that is sent.

1.) Create a Custom Profile:

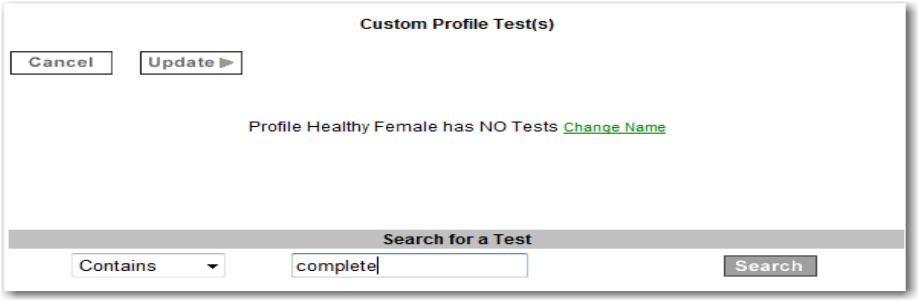
a.) Enter the Profile Code and Profile Name and select the 'Submit' Button.



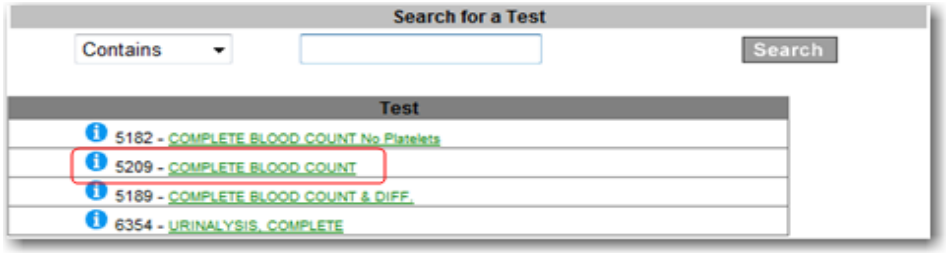
b.) The Custom Profile will now exist and will appear on the list. It now needs to have the component tests added.



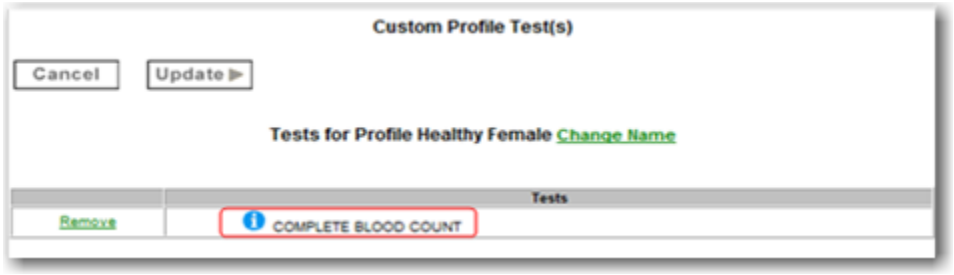
c.) Select the 'Profile Code' or 'Profile Name' hyperlink of the Custom Profile. A new screen will display to select the profile's components.



d.) Enter the search criteria of the test to be added and select the 'Search' button. A list of tests that fit the search criteria will be displayed.



e.) Select the test from the list displayed. The test will then be added to the Custom Profile.



f.) The number of tests that can be included in a Custom Profile is limited to 40. When all components have been added to the Custom Profile select the 'Update' button to save your entries.

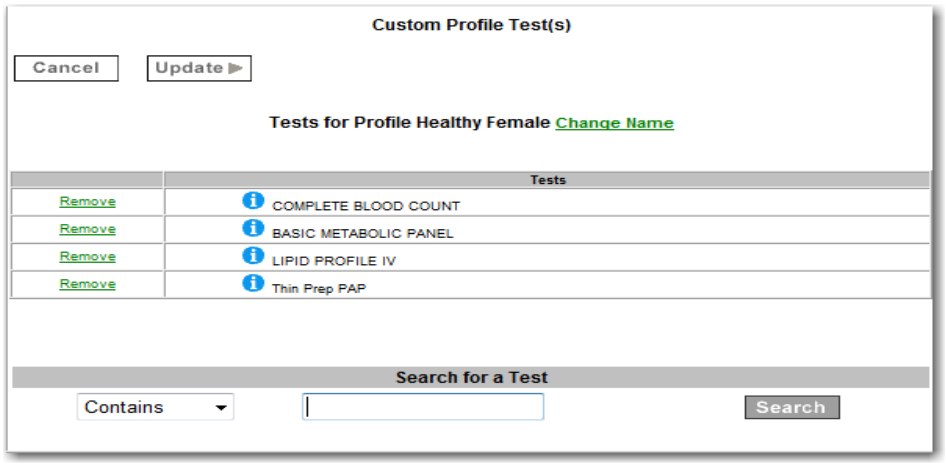
g.) When a Custom Profile is put on the Common Tests page of a user a blue 'CP' will appear next to the name designating it as a Custom Profile.

h.) When a Custom Profile is ordered it will be broken down into the test components on the Order Review screen, on the Requisition and if an orders interface is being used in the interface file.

2.) Edit a Custom Profile

a.) Select the 'Profile Code' or 'Profile Name' of the Custom Profile to be edited.

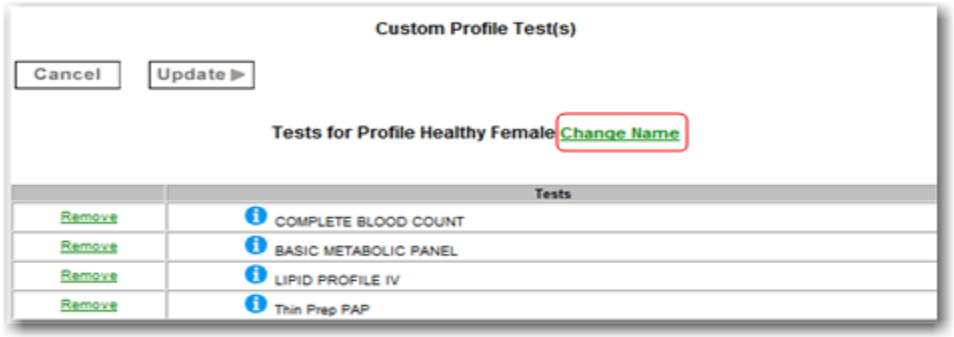
b.) Search for and select any tests to be added.



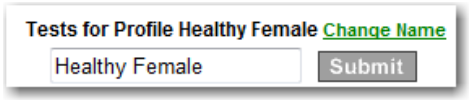
c.) Select the 'Remove' hyperlink to the left of any tests to be removed.

d.) When you are finished, select the 'Update' button to save your changes.

e.) There is an option available to allow the name of the Custom Profile to be edited. When this option is enabled a 'Change Name' hyperlink will be displayed.



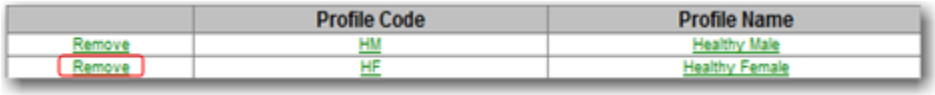
When the 'Change Name' hyperlink is selected a free text box will display to edit the name.



The 'Submit' button must be selected to update the name. The 'Update' button must then be selected to save your changes.

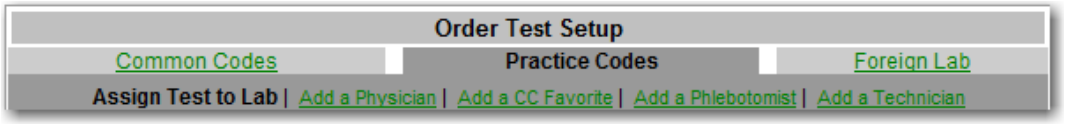
3.) Delete a Custom Profile

a.) To delete a Custom Profile select the 'Remove' hyperlink to the left of the Profile Code.



b.) The Custom Profile will then be deleted.

2) Practice Codes (Includes: Assign Test to Lab, Add a Physician, Add a CC Favorite, Add a Phlebotomist and Add a Technician)


Order Test Setup
Common Codes
Practice Codes
Foreign Lab
Assign Test to Lab | Add a Physician | Add a CC Favorite | Add a Phlebotomist | Add a Technician

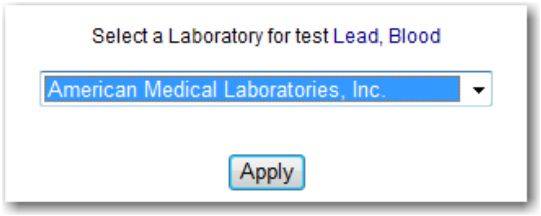
About Practice Codes:

- The Practice Codes that exist in a user, when a sub-user is built under that user, will automatically be copied to the sub-user. Any changes that are made to those screens after the sub-user already exists will need to be copied to the sub-user using the Copy Setting to Selected Sub-User(s) function.
- Any of these setting can then be changed for a particular user/sub-user.

a) Assign Test to a Lab

1.) Enter the search criteria and select the test that is to be assigned to a Foreign Lab.

2.) A new screen will display. Select the Lab that the test is to be assigned to from the dropdown box provided. If the Lab does not appear on the list contact Lifepoint to have it added.



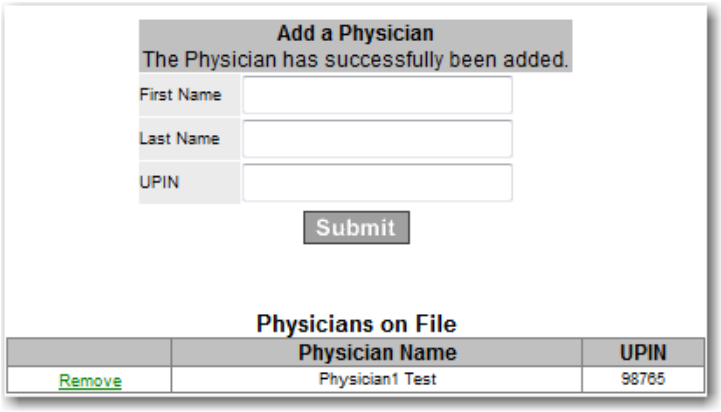
3.) Select the 'Apply' button to save your changes.

4.) The test will now be assigned to that Lab for this user.

5.) For this function to work correctly, the Foreign Lab must be marked as 'Active' for the user. This will be covered later in this manual.

6.) When the test is ordered, and the order is submitted on the Order Review page, the requisition will print designating it to be sent to the specified Foreign Lab.

b) Add a Physician



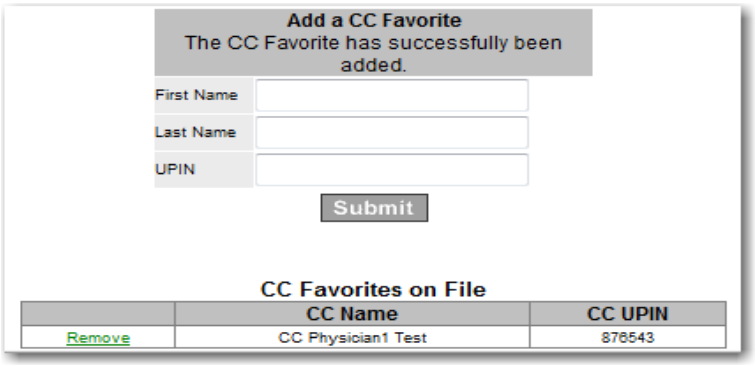
1.) Enter the physician's name and number. This number is the physician ID code that is being sent to Lifepoint in the interface file and will not necessarily be the physician UPIN.

2.) Select the 'Submit' button to save your entries. The physician will now be added.

3.) To delete a physician select the 'Remove' hyperlink to the left of the physician's name.

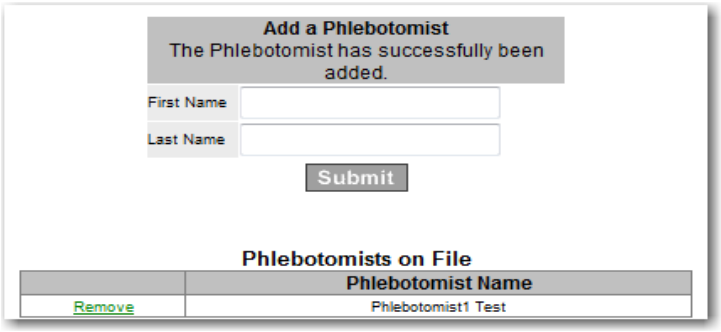
4.) The physicians added to this list are the physicians that will appear in the Requesting Physician dropdown box on the Order Review screen for this user.

c) Add a CC Favorite



1.) Enter the physician's name and ID code. This is the Lab's ID code for the physician and will not necessarily be the physician UPIN.
2.) Select the 'Submit' button to save your entries. The physician will now be added.
3.) To delete a physician select the 'Remove' hyperlink to the left of the physician's name.
4.) The physicians added to this list are the physicians that will appear in the Copy To physician dropdown box on the Order Review screen for this user.

d) Add a Phlebotomist

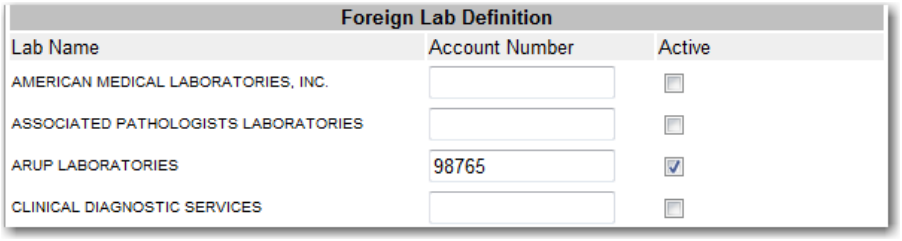


1.) Enter the phlebotomist's name.
2.) Select the 'Submit' button to save your entries. The phlebotomist will now be added.
3.) To delete a phlebotomist select the 'Remove' hyperlink to the left of the phlebotomist's name.
4.) The phlebotomists added to this list are the phlebotomists that will appear in the Phlebotomist dropdown box on the Order Review screen for this user.

e) Add a Technician

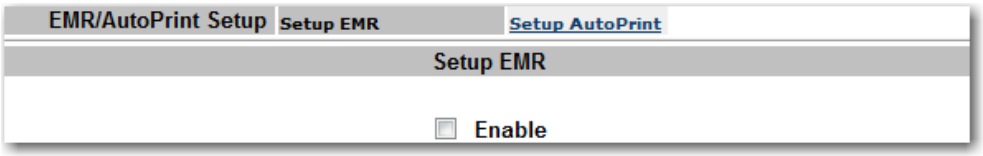
1.) Enter the technician's name and ID. If the ID is not entered, the Tech information will not print on the requisition.
2.) Select the 'Submit' button to save your entries. The technician will now be added.
3.) To delete a technician select the 'Remove' hyperlink to the left of the technician's name.
4.) The technicians added to this list are the technicians that will appear in the Tech ID dropdown box on the Order Review screen for this user.

3) Foreign Lab



a) The Labs that display on this screen are loaded by Lifepoint. You will need to contact Lifepoint to have a Lab added to the list.
b) If the physician office has an account # with the Lab, enter it in the box to the right of the Lab name.
c) Select the 'Active' box to the right of the Account # to activate the lab for this account.
d) Select the 'Submit' button to save your entries.
e) To inactivate the lab, uncheck the 'Active' box.
f) Select the 'Submit' button to save your changes.

6. EMR/AutoPrint Setup (Includes: Setup EMR and Setup AutoPrint)



About EMR/AutoPrint Setup

- The AutoPrint and EMR Setup tabs allow the Admin User to set up and maintain the user that AutoPrint or EMR are running through.
- This information is covered in the Lifepoint AutoPrint and EMR Installation Guide. Contact your Account Manager for a copy of this guide.

II. ADD USER

About the Add User Function

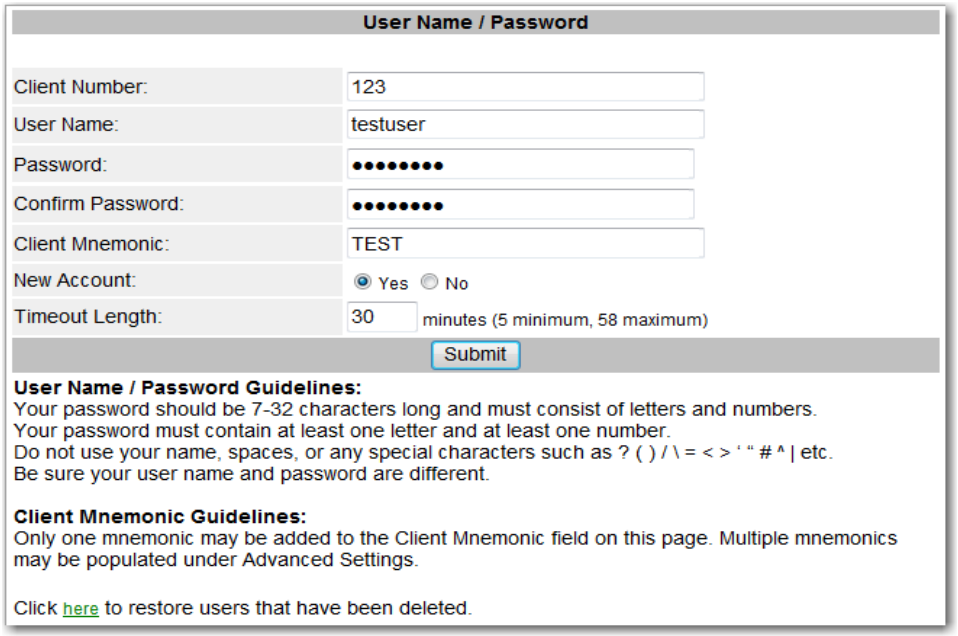
- The Add User function is used to create a new User or Admin User. Sub-Users are created under a User and were covered in the previous section of this manual.
- A User will be granted access to all of the functions in Lifepoint except the Admin Mode functions.

- An Admin User will be granted access to all of the functions in Lifepoint including the Admin Mode functions.
- An Admin User will first need to be created as a User. A request will then need to be made to Lifepoint to give this User the Admin Mode functions.
- The ability to restore a previously deleted User, Admin User or Sub-User is available on the User Name/Password screen.

Actions Available on the Add User Page

A. User Name/Password
B. Demographics
C. Restore a Previously Deleted User

A. User Name/Password

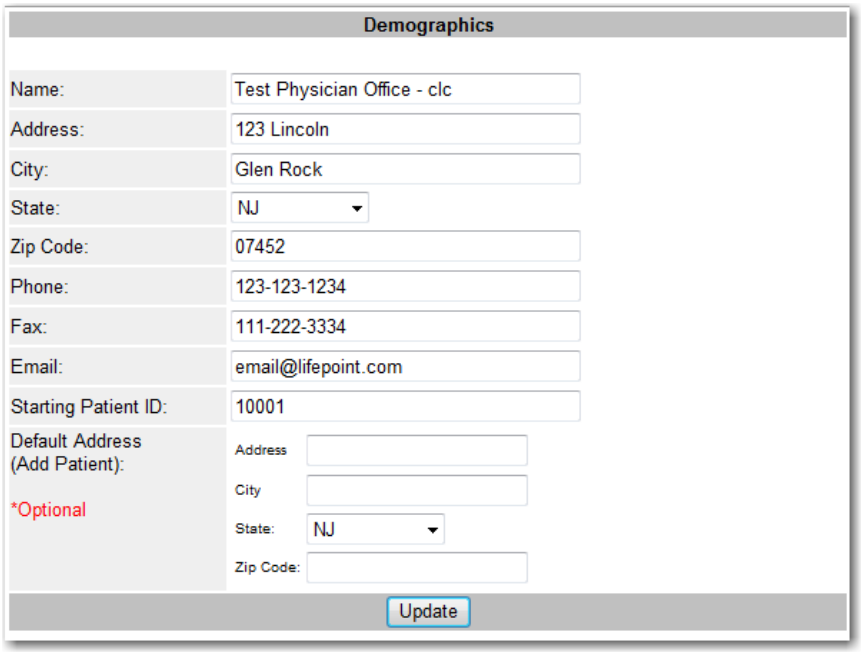

User Name / Password
Client Number:
123
User Name:
testuser
Password:
Confirm Password:
Client Mnemonic:
TEST
New Account:
Yes
No
Timeout Length:
30
minutes (5 minimum, 58 maximum)
Submit
User Name / Password Guidelines:
Your password should be 7-32 characters long and must consist of letters and numbers.
Your password must contain at least one letter and at least one number.
Do not use your name, spaces, or any special characters such as ? ( ) / \ = < > ' " # ^ | etc.
Be sure your user name and password are different.
Client Mnemonic Guidelines:
Only one mnemonic may be added to the Client Mnemonic field on this page. Multiple mnemonics may be populated under Advanced Settings.
Click here to restore users that have been deleted.

1. Client Number is the number designated by you to identify this practice. It is the Account Number that will be entered on the Login screen. The Client Number can be alpha, numeric, or a combination of both. Usually this information is not used by Lifepoint except as another piece of validation at login. Rule of thumb would be to use the same Client Number for all users within a practice. Entries made on the Login screen are not case sensitive.
2. User Name is the name for this user. It is the User Name that will be entered on the Login screen. Do not use any special characters. Please note the guidelines at the bottom of the screen. Entries made on the Login screen are not case sensitive.
3. Password is the password that will be required at the Login screen. Please note the guidelines at the bottom of the screen. Entries made on the Login screen are not case sensitive.
4. Client Mnemonic is the unique ID for this practice that is being sent in the interface file. If no unique identifier for the practice is being sent, a translation table can be set up mapping

the physician ID(s) being sent to a unique mnemonic for the practice. Please note the guidelines at the bottom of the screen.

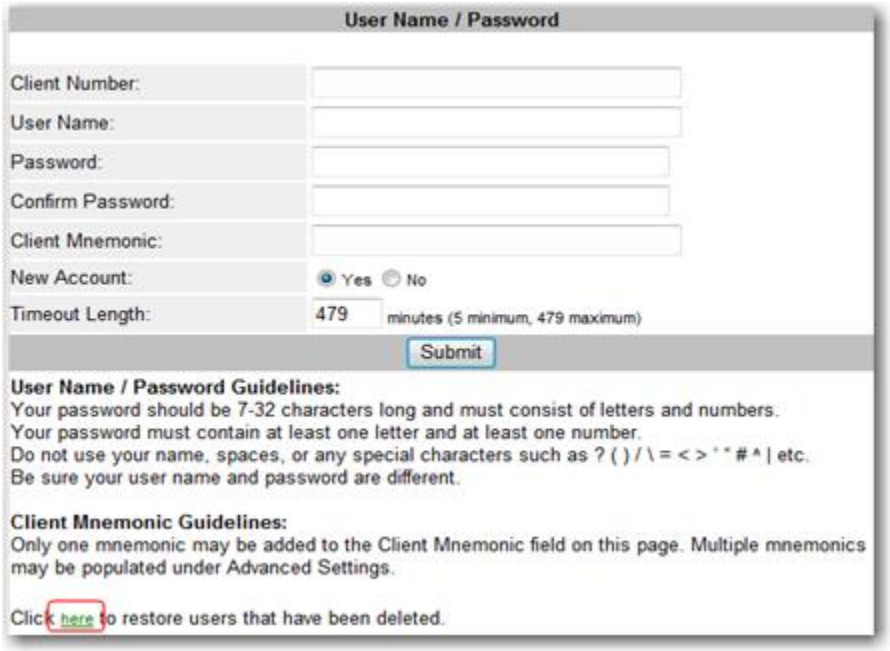
5. Select whether this is a new account. If 'Yes' is selected a user agreement will display the first time the user logs on, and the user will be required to change their password.
6. Timeout Length is used to set the length of time the screen can be inactive before the user will be logged out. Enter a time from 5 - 58 minutes. After the screen has been inactive for the designated amount of time the user will be given a warning asking if they are still there, and they will be able to select 'Yes'. If no action is taken by the user, the session will be ended and the Login screen will be displayed.
7. Select the 'Submit' button to save your entries.

B. Demographics



1. Enter the demographic information for the office. Note: The information entered in the Name field is the default sort for the User List page, it is the information that displays on the screen to identify which user is logged on, and it is the account name that prints on the requisition. For these reasons it is suggested that you enter the name of the account followed by the user's name or initials to identify which user is logged on. Example: "XYZ account – clc". This field is limited to 50 characters.
2. Starting Patient ID denotes the format of the numbering wheel that will be used to auto-assign a PID # to a patient on the User Mode/Add Patient screen for this practice. It needs to be filled in for the user to be able to select 'Generate PID' when creating a new patient. If your site is using one numbering wheel for all practices this field may be removed.
3. The Default Address refers to the patient address on the Add Patient screen. Any information entered in these fields will be defaulted into the address fields on the Patient Info page when a new patient is added by the user.
4. Select the 'Update' button to save your entries.

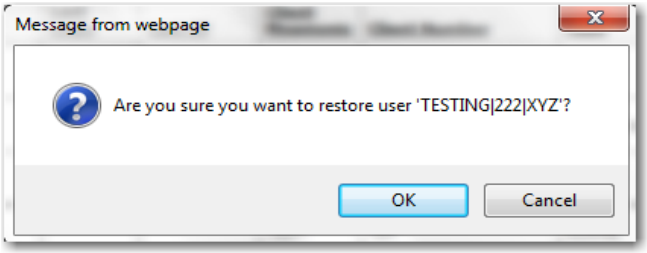
C. Restore a Previously Deleted User


User Name / Password
Client Number:
User Name:
Password:
Confirm Password:
Client Mnemonic:
New Account:
Yes
No
Timeout Length:
479
minutes (5 minimum, 479 maximum)
Submit
User Name / Password Guidelines:
Your password should be 7-32 characters long and must consist of letters and numbers.
Your password must contain at least one letter and at least one number.
Do not use your name, spaces, or any special characters such as ? ( ) / \ = < > ' " # ^ | etc.
Be sure your user name and password are different.
Client Mnemonic Guidelines:
Only one mnemonic may be added to the Client Mnemonic field on this page. Multiple mnemonics may be populated under Advanced Settings.
Click here to restore users that have been deleted.

1. Select the 'Click here to restore users that have been deleted.' hyperlink at the bottom of the User Name/Password screen.
2. A list of previously deleted Admin Users, Users and Sub-users will display on the screen.

	Deleted User	User Name (Login Name)	Last Login	Last IP	Client Mnemonic	Client Number	User Type	Emr	AutoP
✓	Testing - Subuser	TESTING|222|XYZ			QATEST	222	CLMNE	No	No
✓	Testing - Subuser	SUB|222|XYZ	2011-11-21 23:41:49	66.188.59.177	QATEST	222	CLMNE (s)	No	No
✓	testing|123|XYZ	TESTING|123|XYZ			FP1	123	CLMNE	No	No

3. Select the green check to restore the user.
4. A confirmation message will display.



5. Select the 'OK' button to complete the restore.
6. A confirmation message will display at the top of the page.

7. The user will be restored and will again appear on the List Users page.
8. The restored user will have all of their settings saved that were present at the time they were deleted. Note: This could include Common Insurances, Common Diagnosis Codes and Common Tests that have since been inactivated or deleted. Use the Common Test Validation, Common Insurance Validation and Common Diagnosis Validation functions to verify and update the appropriate screens.

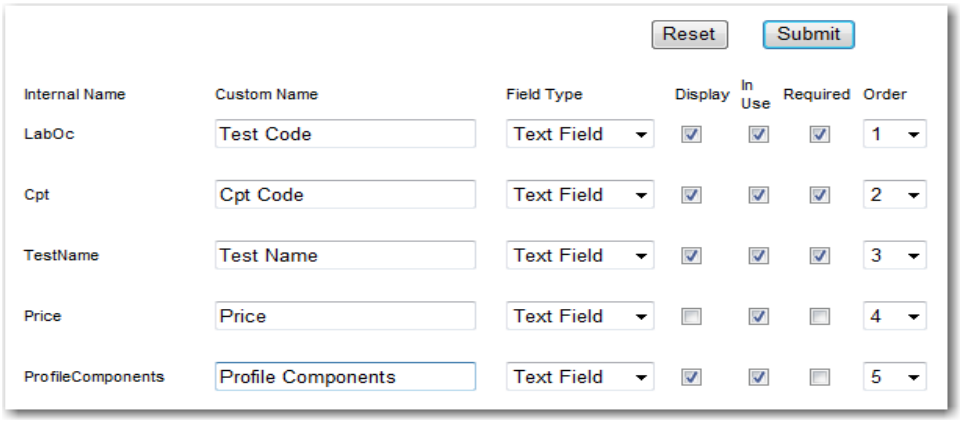
Chapter 3 | TEST DICTIONARY

I. CUSTOMIZE DICTIONARY

About the Customize Dictionary Function

- The Customize Dictionary function allows the admin user to define the Field Name, Field Type, which fields will be in use, and which fields will be required in the Test Dictionary.
- This function also defines what information will be displayed in the Test Reference function and the blue information
- There are a total of 66 fields available for the admin user to define.

Steps Available in the Customize Dictionary Function



A. Define Custom Name
B. Define Field Type
C. Define Fields to Display
D. Define Fields to be In Use
E. Define Fields to be Required
F. Define Order
G. Description of Commonly Used Fields

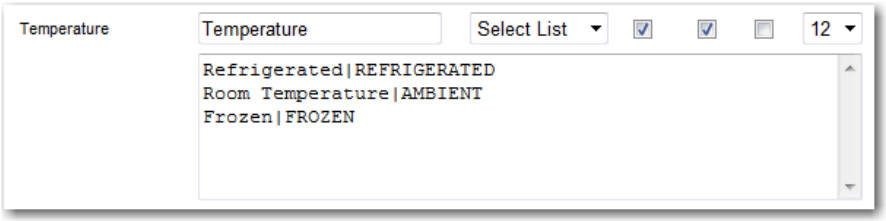
A. Define Custom Name

1. The Custom Name field allows the admin user to define the name of the field for their site.
2. This is the name that will display in the Test Dictionary, in the Test Reference function, and the blue information

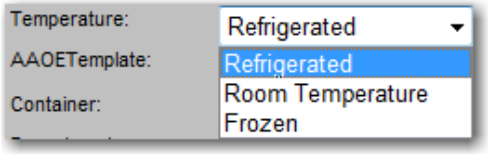
B. Define Field Type

1. The Field Type allows the admin user to define the type of input field that will be available in the Test Dictionary for each field.
2. The choices are: Text Field, Memo Field, Check Box, or Select List.
   a. Text Field is a free text box that allows the admin user to enter information about the test.
   b. Memo Field is a larger free text box that allows a larger amount of information to be entered.
   c. Check Box is a single checkbox that will be displayed for the admin user to select. An example where this might be used is 'Inactive'.

   d. Select List allows the admin user to build a list to select from.
      1) It requires both a display value and an actual value to be entered (they can be the same value), separated by a "|".
      2) An example of this might be for Temperature.
         a) It would be set up as:



         b) It would display in the Test Dictionary for the admin user to select from as:



C. Define Fields to Display: Selecting the checkbox 'Display' means that field will be displayed in the Test Reference and the Blue Information .

D. Define Fields to be In Use: Selecting the checkbox 'In Use' means that field will be available to use in the Test Dictionary.

E. Define Fields to be Required: Selecting the checkbox 'Required' means that field will be required in the Test Dictionary.

F. Define Order: The Order box allows the admin user to define the order in which the fields will be displayed in the Test Dictionary, the Test Reference and the Blue Information .

G. Description of Commonly Used Fields:

1. TestName: Name of the test.
2. LabOc: Test Code of the test.
3. CPT: Field that Lifepoint uses for medical necessity checking. This field must be filled in for an ABN to be generated.
4. Price: Field that Lifepoint uses to print the price on the ABN.
5. ProfileComponents: Field that Lifepoint uses to check for duplicate tests ordered, when the duplicate test is part of a profile. The Test Codes of the components of the profile must be

entered in this field, separated by commas (no spaces). Lifepoint will then give a warning if a test is ordered, along with a profile that also contains that test.

6. SeparateReq: Field that Lifepoint uses to generate a separate requisition for a test. A '1' entered in this field will generate a separate requisition when the test is ordered.
7. Department: Field that Lifepoint uses to generate a separate requisition based on department. The list of departments to generate a separate requisition must be supplied to Lifepoint. This is also the field used when the Manifest List is generated with a page break by Department.
8. Synonyms: Field that Lifepoint uses to search for a test by synonym. If multiple synonyms are entered, separate them with commas (no spaces).
9. Temperature: Field that Lifepoint uses to generate a separate requisition based on temperature. If 'FROZEN' or 'Frozen' is entered a separate requisition will be generated when that test is ordered. If the order contains multiple 'FROZEN' tests, they will all appear on the same 'FROZEN' requisition.

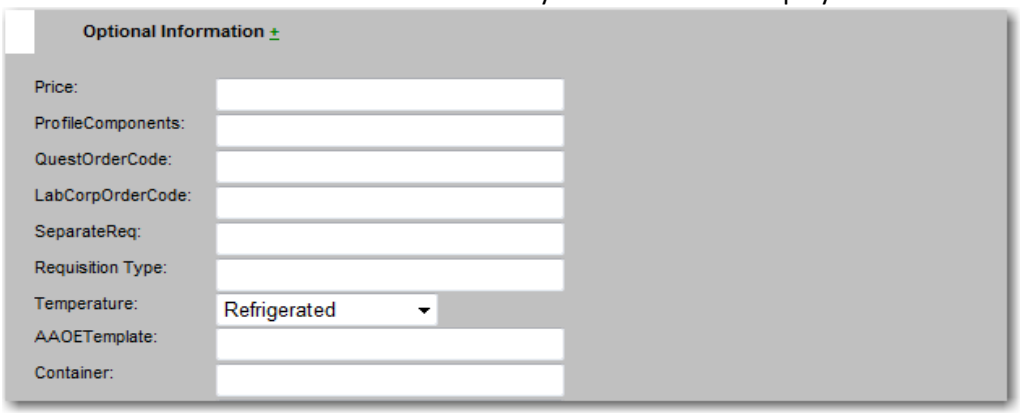
II. ADD TESTS

Steps Required to Add a Test to the Test Dictionary

A. The top section of the screen displays the fields that were defined as 'Required' in the Customize Dictionary function.

1. Enter the required data into the appropriate fields.
2. If this is all of the information to be entered, select the 'Submit' button to save your entries.

B. To enter any additional information, select the 'Optional Information +/-'link. The fields defined as 'In Use' in the Customize Dictionary function will be displayed.



1. Enter any additional information into the appropriate fields.
2. Select the 'Submit' button to save your entries.

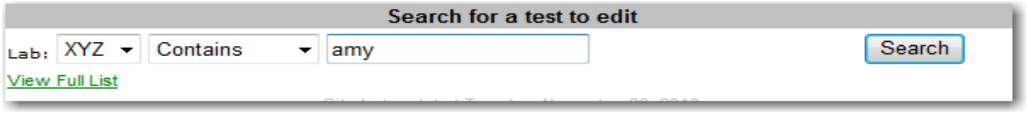
III. EDIT/DELETE TESTS

Actions Available In the Edit/Delete Tests Function

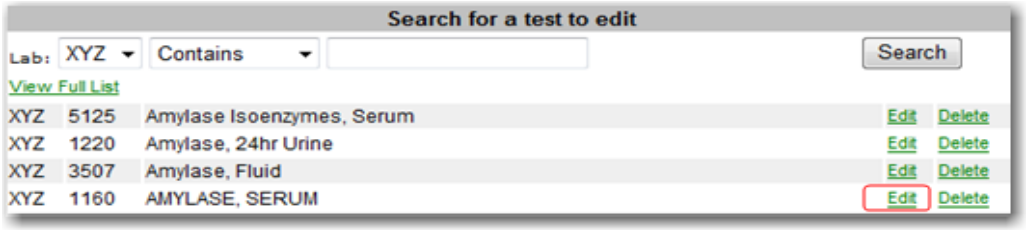
A. Edit a Test
B. Delete a Test

A. Edit a Test

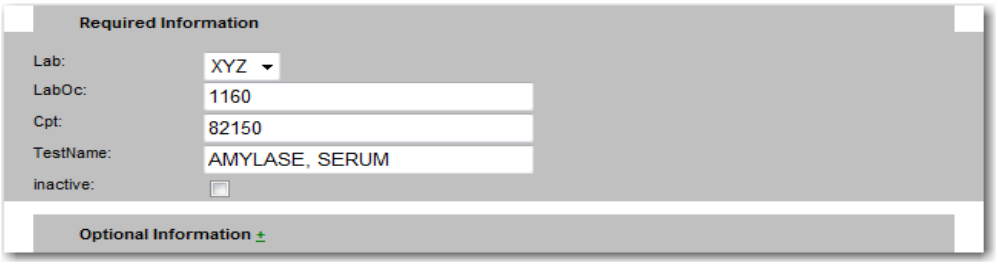
1. Search for and select the test to be edited.
   a. Find the test to be edited by entering the search criteria and doing a search, or select from the whole test database by selecting the 'View Full List' hyperlink.



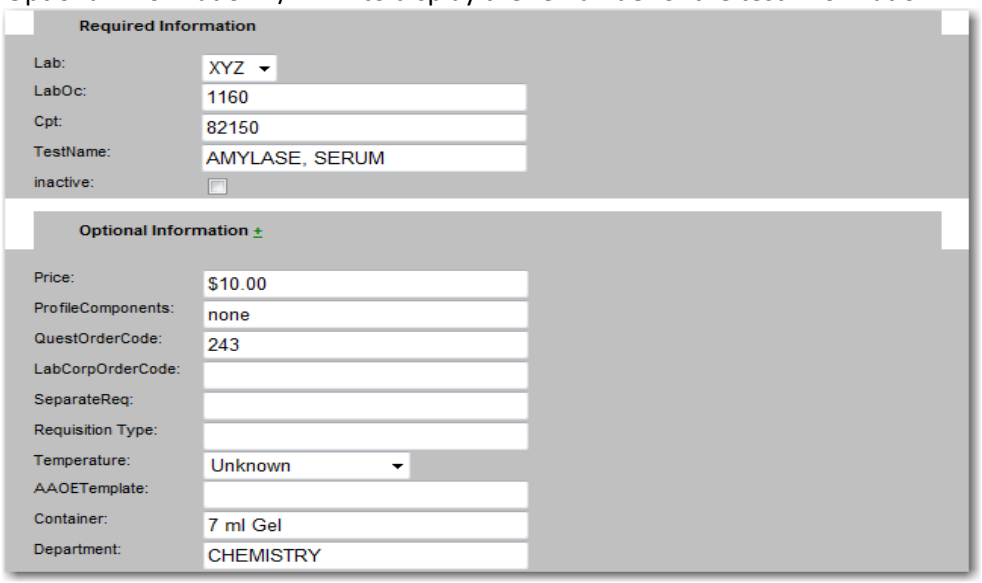
   b. A list to select from will be displayed.


Search for a test to edit
Lab: XYZ
Contains
Search
View Full List
XYZ 5125 Amylase Isoenzymes, Serum Edit Delete
XYZ 1220 Amylase, 24hr Urine Edit Delete
XYZ 3507 Amylase, Fluid Edit Delete
XYZ 1160 AMYLASE, SERUM Edit Delete

   c. Select the 'Edit' hyperlink to the right of the test to be edited.
2. Edit the test information.



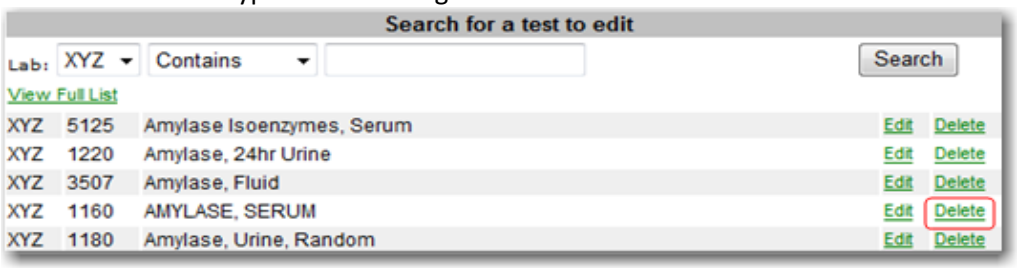
   a. If the information to be edited is not in the Required Information section, select the 'Optional Information +/-' link to display the remainder of the test information.



   b. Edit the information and select the 'Submit' button to save your changes.

B. Delete a Test

1. Search for the test to be deleted by doing a search, or by selecting the 'View Full List' hyperlink.
2. Select the 'Delete' hyperlink to the right of the test name.


Search for a test to edit
Lab: XYZ
Contains
Search
View Full List
XYZ 5125 Amylase Isoenzymes, Serum Edit Delete
XYZ 1220 Amylase, 24hr Urine Edit Delete
XYZ 3507 Amylase, Fluid Edit Delete
XYZ 1160 AMYLASE, SERUM Edit Delete
XYZ 1180 Amylase, Urine, Random Edit Delete

3. The test will then be deleted.

IV. COMMON TEST VALIDATION

About the Common Test Validation Function

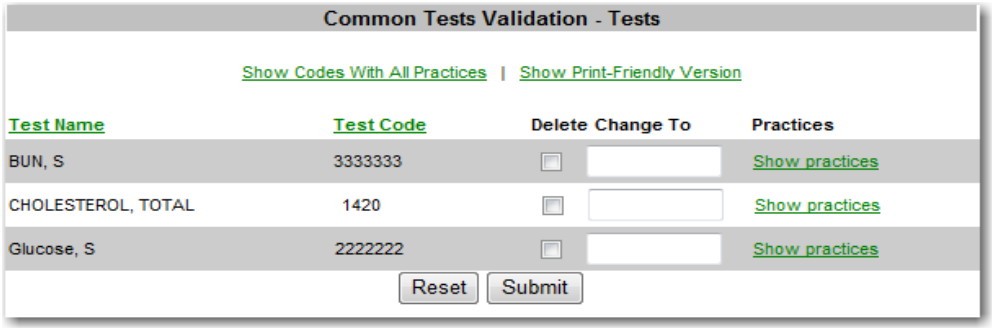
- The Common Test Validation function is used to generate a list of users who have a deleted or inactive test, or a Custom Profile that contains a deleted or inactive test, on their Common Test screen. The test can then be deleted or replaced by another test.
- A report is generated summarizing the changes that were made.

Actions Available In the Common Tests Validation Function

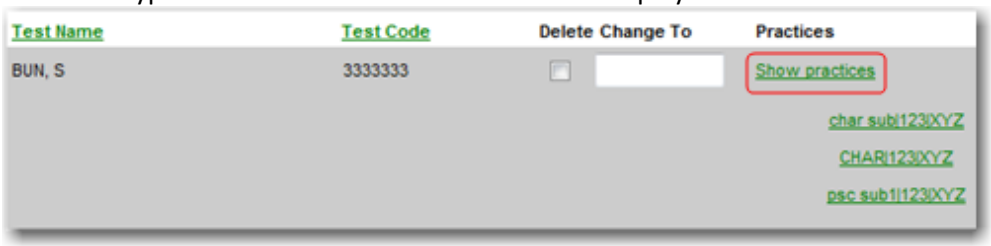
A. Common Tests Validation – Tests
B. Common Tests Validation – Custom Profile Components

A. Common Tests Validation – Tests

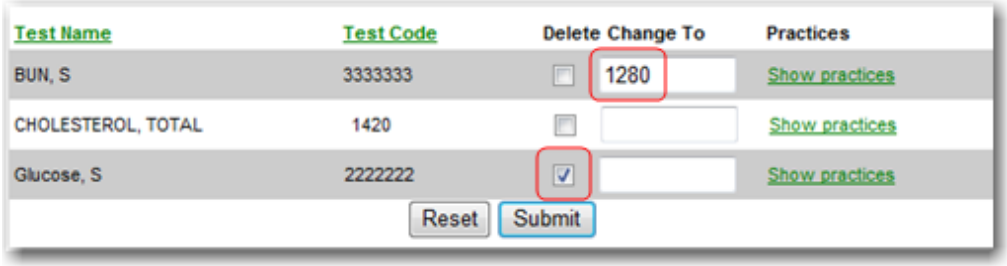
1. The default view:
   a. A list displays showing all deleted or inactive tests that are on any users Common Tests screen.



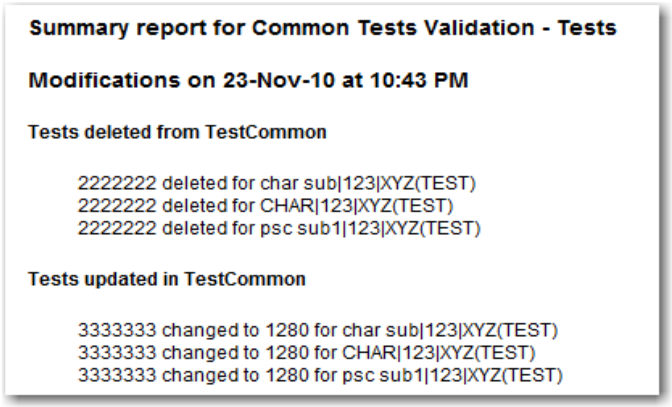
To display which users have the test on their Common Test screen, select the 'Show Practices' hyperlink. The list of users will then be displayed.



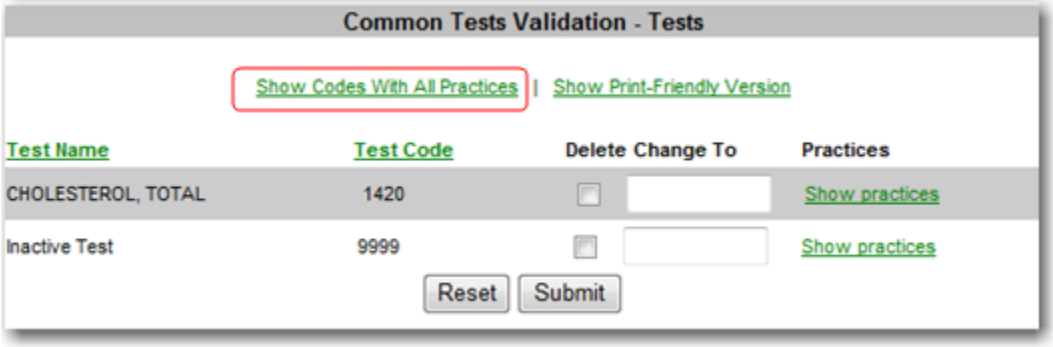
b. To delete the test from the user's Common Test screen check the 'Delete' box.
c. To replace the test on the user's Common Test screen enter the replacement test code in the 'Change To' box.



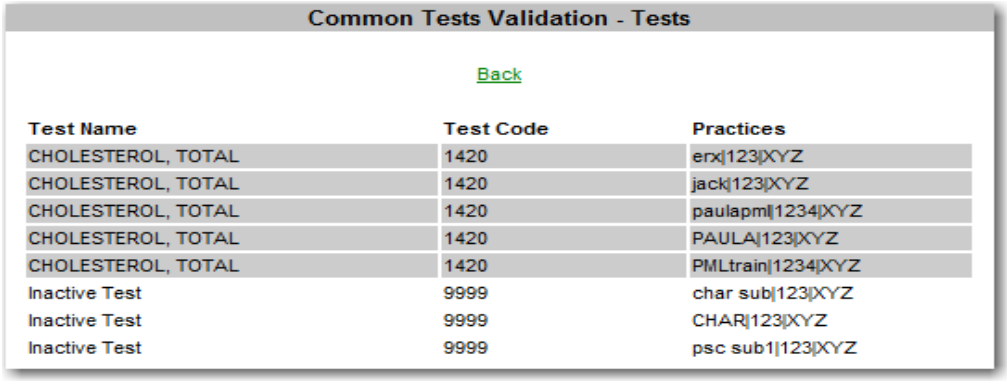
d. Select the 'Submit' button to save your changes.
e. If you deleted or replaced a test a report will display summarizing the changes that were made.


Summary report for Common Tests Validation - Tests
Modifications on 23-Nov-10 at 10:43 PM
Tests deleted from TestCommon
2222222 deleted for char sub|123|XYZ(TEST)
2222222 deleted for CHAR|123|XYZ(TEST)
2222222 deleted for psc sub1|123|XYZ(TEST)
Tests updated in TestCommon
3333333 changed to 1280 for char sub|123|XYZ(TEST)
3333333 changed to 1280 for CHAR|123|XYZ(TEST)
3333333 changed to 1280 for psc sub1|123|XYZ(TEST)

2. An alternate view is available by selecting the 'Show Codes With All Practices' hyperlink.

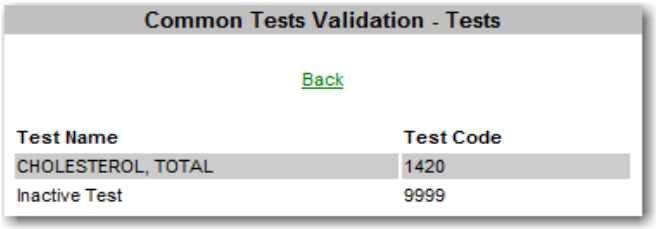


a. A list will display that includes all deleted or inactive tests that are on any user's Common Test screen, and the usernames of those users.



b. This view is not interactive.

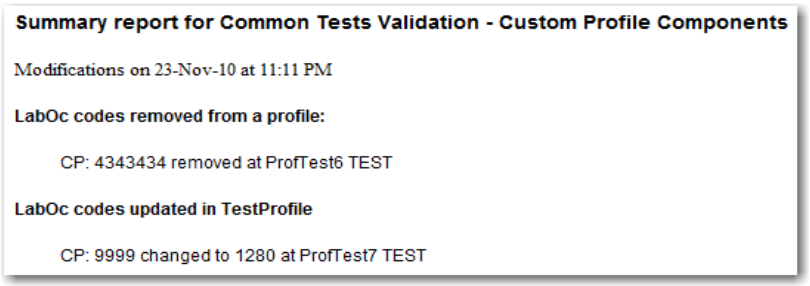
3. A list of all deleted or inactive tests that are on any user's Common Test screen can be printed by selecting the 'Show Print Friendly' hyperlink and selecting the printer icon in the toolbar.



B. Common Test Validation – Custom Profile Components

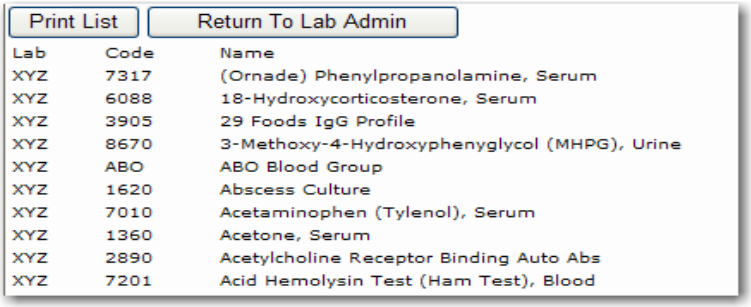
1. A list of all Custom Profiles that contain a deleted or inactive test, that are on any user's Common Test screen, will be displayed.

2. To remove the test from the Custom Profile select the 'Mark for Delete' box.
3. To replace the test in the Custom Profile enter the replacement test code in the 'Change To' box.
4. Select the 'Submit' button to save your changes.
5. If you deleted or replaced a test a report will display summarizing the changes that were made.


Summary report for Common Tests Validation - Custom Profile Components
Modifications on 23-Nov-10 at 11:11 PM
LabOc codes removed from a profile:
CP: 4343434 removed at ProfTest6 TEST
LabOc codes updated in TestProfile
CP: 9999 changed to 1280 at ProfTest7 TEST

V. PRINT

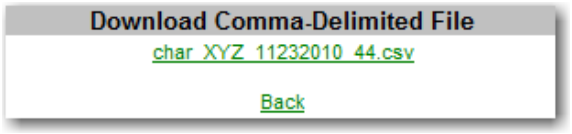
A. When the Print function is selected a list of all tests in the Test Dictionary will display.


Print List
Return To Lab Admin
Lab Code Name
XYZ 7317 (Ornade) Phenylpropanolamine, Serum
XYZ 6088 18-Hydroxycorticosterone, Serum
XYZ 3905 29 Foods IgG Profile
XYZ 8670 3-Methoxy-4-Hydroxyphenyglycol (MHPG), Urine
XYZ ABO ABO Blood Group
XYZ 1620 Abscess Culture
XYZ 7010 Acetaminophen (Tylenol), Serum
XYZ 1360 Acetone, Serum
XYZ 2890 Acetylcholine Receptor Binding Auto Abs
XYZ 7201 Acid Hemolysin Test (Ham Test), Blood

B. Select the 'Print List' button to print a copy of the list.

VI. EXPORT TEST DICTIONARY

A. When the Export Test Dictionary function is selected a hyperlink to a .csv file will display.



B. When this hyperlink is selected the file will be displayed on the screen.

Container	Cpt	DaysPerfc	Departme	FreqOrde	LabOc	Loinc	Method	Minimum	NormalVc	PediatricV	Price	ProfileCo	RefRange	ReferralLa	Request
Biopsy Jar	88300, 88309			14	101010		Microscopic								
AMPLICOR	83890, 83892, 838				1012		PCR						None detected		
SST/RED	84060		CHEMISTR	1	1020	17152	ENZYMATIC						0.0 - 5.7 IU/L		
2 ACID (YELLOW TOP) TUBES			SEROLOGY	2	1033	133033	LYMPHOCYTE MICROCTO.						Refer to Laboratory Report		
RED TOP OR GREEN TOP (NA HEPARIN) TUBE					1034		GC						Refer to Laboratory Report		
ROYAL BLUE	82175		CHEMISTR	4	1036	55830	AAS						2 -23 mcg/L		
PLASTIC UR	82175		CHEMISTR	1	1037		AAS						Total arsenic: 0 - 50 mg/L Inorg		
	82550				1043		Kinetic								
PLASTIC UR	82570, 82175, 836		CHEMISTR	3	1047		AAS, ICPMS						Refer to Laboratory Report		
SST TUBE	84066		IMMUNOA	255	1060	17145	CHEMILUMINESCENCE						< 3.5 ng/mL		
SST TUBE	82040		CHEMISTR	1195	1070	17517	COLORIMETRIC				20	none	3.2 - 5.1 G/dL		

C. This file can then be saved or exported.

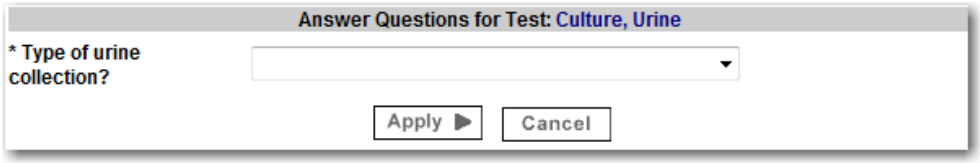
D. Changes can be made to the file, and the updated file can then be sent to Lifepoint to be loaded into the Test Dictionary.

Chapter 4 | ASK AT ORDER ENTRY

About Ask at Order Entry

- Ask at Order Entry, or AOE, are questions that need to be answered when a test is ordered. An example would be "Specimen Source?"
- An AOE question is presented to the user by an 'Answer Questions' hyperlink to the right of the test on the Order Review screen.

- When the 'Answer Questions' hyperlink is selected a page will open displaying the questions, with fields available to enter the answers.



- The AOE function will allow you to create the AOE questions, add those questions to a Template, and assign the Template to a test.

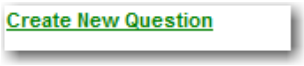
I. ADD/EDIT QUESTIONS

Actions Available In the Add/Edit Questions Function

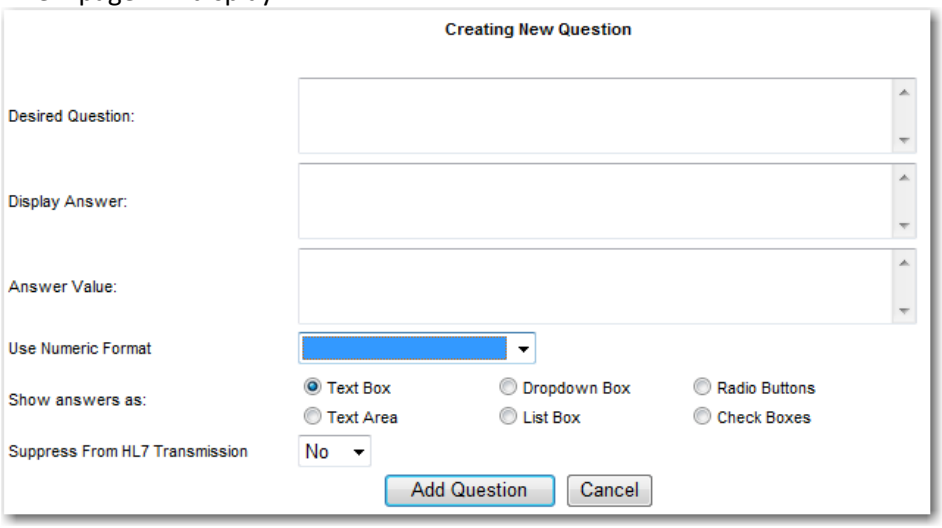
A. Create a Question
B. Edit an Existing Question
C. Delete a Question

A. Create a Question

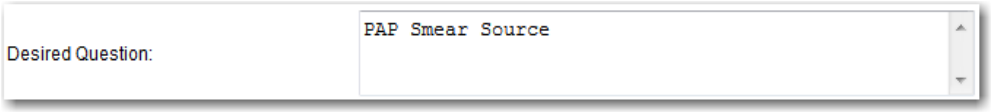
1. Select the 'Create New Question' hyperlink at the top of the page.



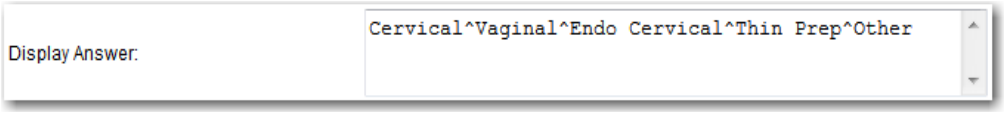
2. A new page will display.



3. The 'Desired Question' field is for entering the question to be asked. It is the question that will display on the Answer Questions page when the user selects the 'Answer Questions' link on the Order Review screen. In the example below the question is "PAP Smear Source".

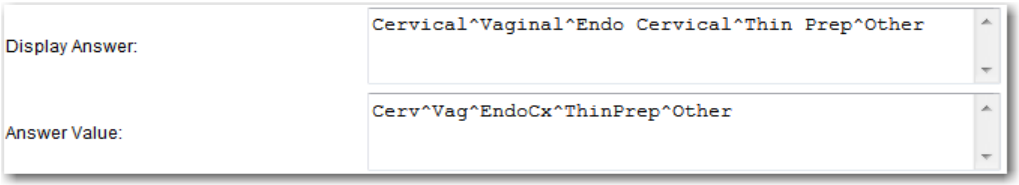


4. The 'Display Answer' field is for entering the list of answers that will be displayed in a Dropdown Box, a List Box, Radio Buttons, or Check Boxes on the Answer Questions page. No value should be entered if the Text Box or Text Area format is selected, since they are free text fields.



   a. Enter the list of answers, separating the answers with a "^".
   b. If one of the answers entered in the list is "Other", when that answer is selected a free text box will be generated for the user to enter additional information.
   c. If Check Box is selected as the format for the results, and "(Specify)" is entered after an answer, when that answer is selected a free text box will be generated for the user to enter additional information.

5. The 'Answer Value' field is for entering the value to be sent in the interface file. This is also the value that will be included in the barcode, and printed on the requisition. Enter the list of values, separated by a "^". They must be entered in the exact same sequence as the 'Display Answer' values so that they will match up. If the 'Answer Values' are identical to the 'Display Answer' values, this field can be left blank and the 'Display Answer' values will be defaulted.



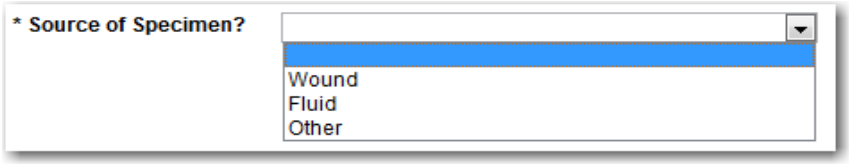
6. The 'Use Numeric Format' field is for selecting a numeric format that the result must be entered. The choices are: Date, Number (no decimal), Number (with decimal), and Currency. This field is used for the Text Box format.

7. The 'Show answers as' field is for selecting the format for the answers.

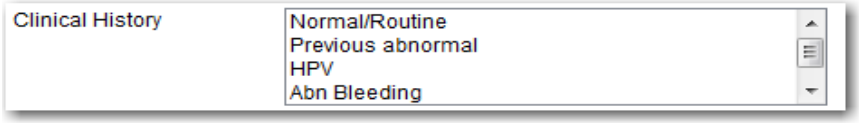
   a. Text Box is a free text box in which the user can enter the answer. It will hold 255 characters.

   b. Text Area is a larger free text box that will allow the user to enter a greater amount of information.

c. Dropdown Box contains a list of answers from which the user can select one answer.

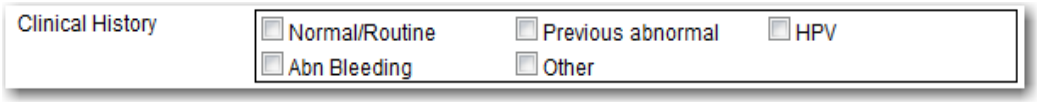


d. List Box contains a list of answers from which the user can select multiple answers.



e. Radio Buttons are answers listed on the screen with a radio button to select only one answer.

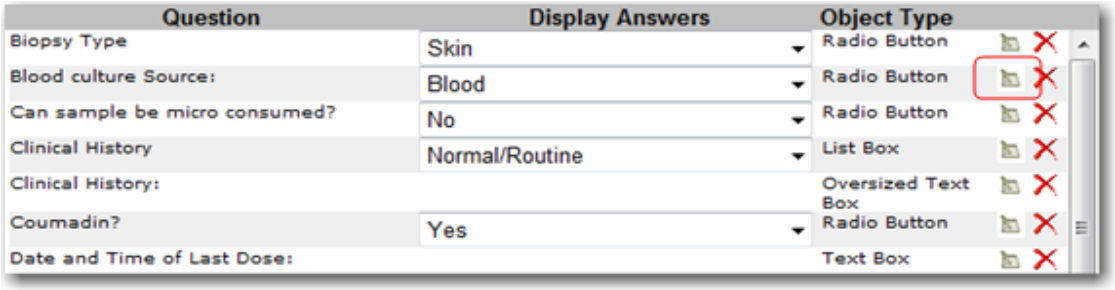
f. Check Boxes are answers listed on the screen with checkboxes to select multiple answers if desired.



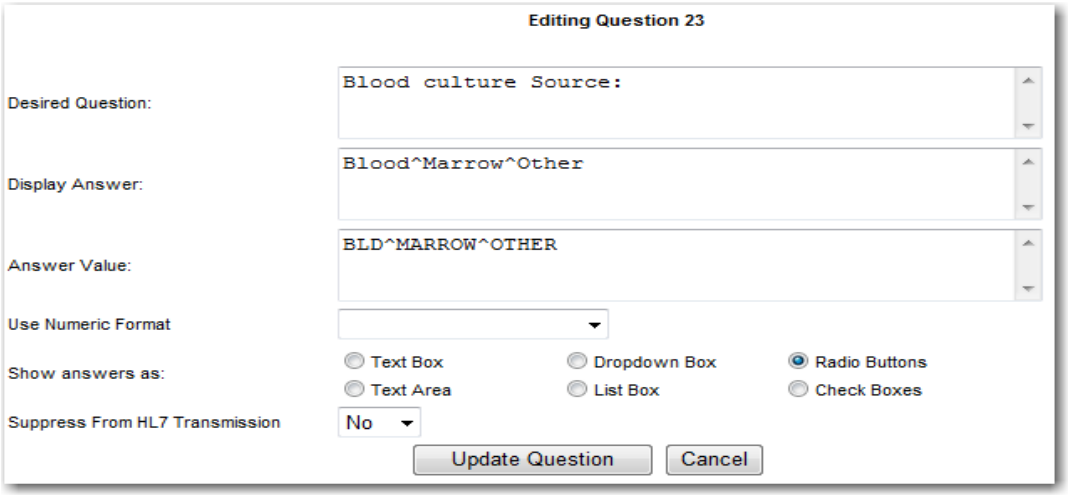
8. The 'Suppress from HL7 Transmission' field allows the admin user to define whether the answer should be sent in the interface file.
9. Select the 'Add Question' button to save your entries.

B. Edit an Existing Question

1. All of the existing questions are displayed on the Add/Edit Questions page. Select the 'Edit' icon to the right of the question to be edited.



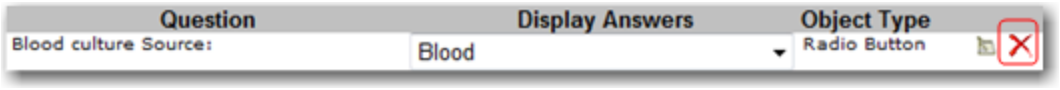
2. A new page will open displaying the details of the question.



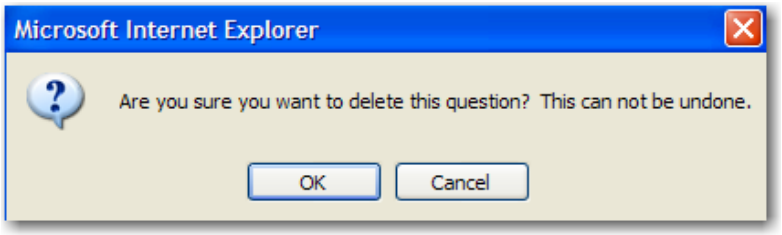
3. Edit the appropriate field(s).
4. Select the 'Update Question' button to save your changes.

C. Delete a Question

1. All of the existing questions are displayed on the Add/Edit Questions page. Select the 'Delete' icon to the right of the question to be deleted.



2. A verification window will open.



3. Select the 'OK' button to delete the question. The question will then be deleted.

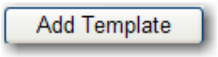
II. CREATE QUESTION TEMPLATES

Actions Available in the Create Question Templates Function

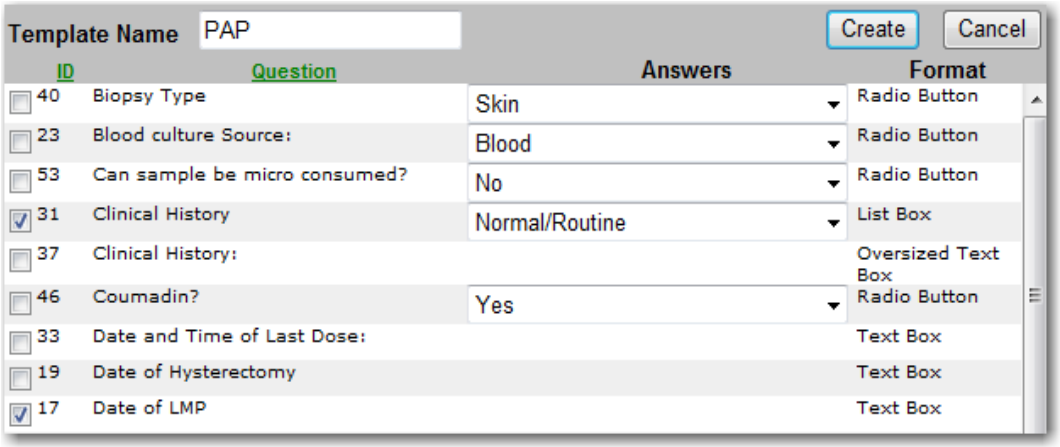
A. Create a Template
B. Create a Template that Includes Conditional AAOE
C. Preview an Existing Template
D. Edit an Existing Template
E. Delete a Template

A. Create a Template

1. Select the 'Add Template' button.

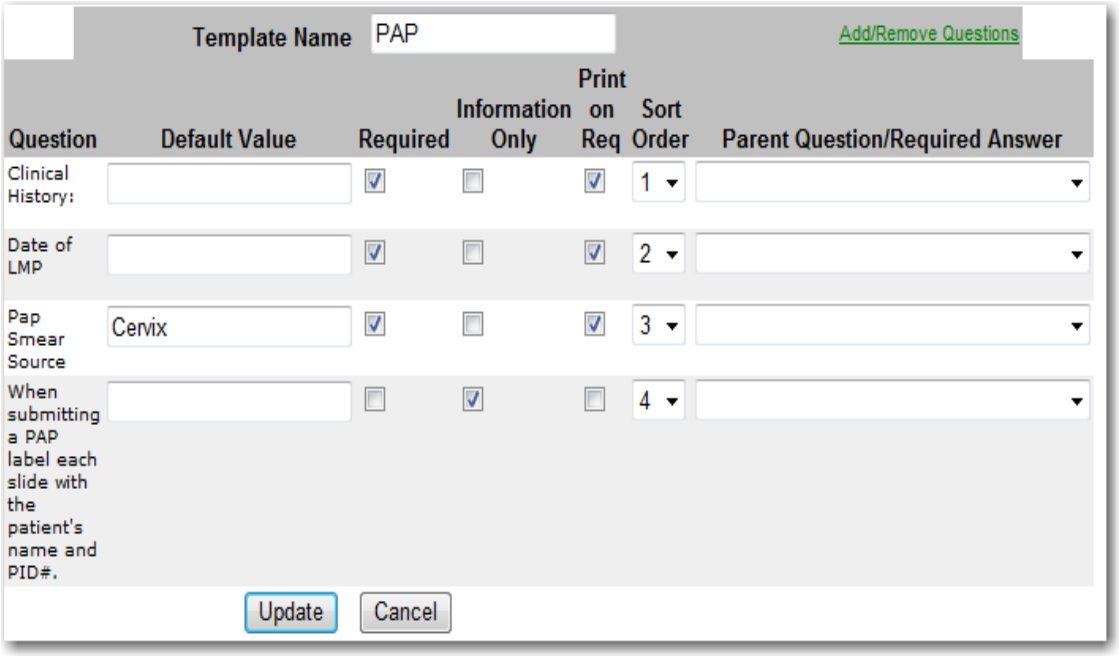


2. A new page will display that contains a list of the existing questions.



3. Enter a name for the Template in the Template Name box provided.
4. Select the questions that will be included in the Template from the list of questions displayed.

5. Select the 'Create' button.
6. A new page will display showing the Template Name that you created and the Questions you selected to be included in that Template.



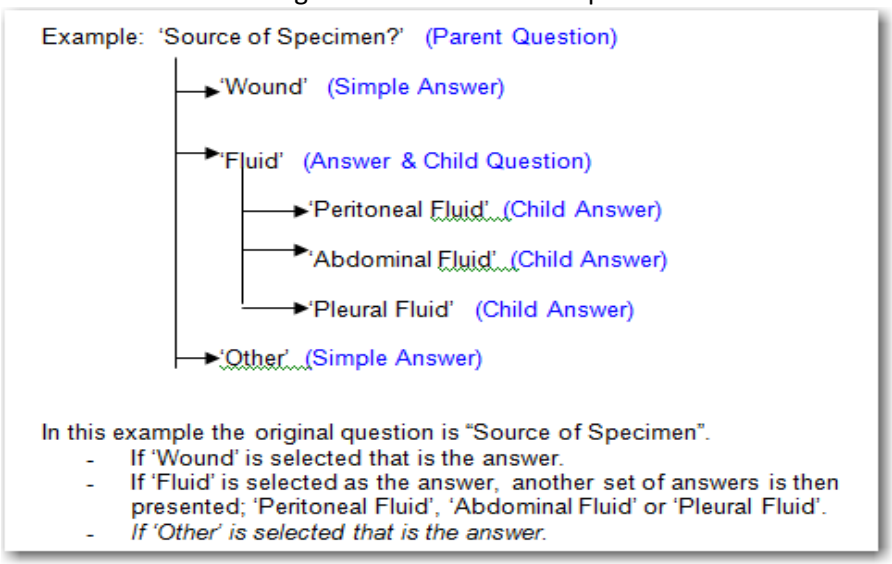
7. Default Value: Enter one of the 'Display Answer' values for a Dropdown Box, List Box, Radio Buttons or Check Boxes to make that answer the default answer.
8. Required: Select the 'Required' checkbox to make an answer required on the Answer Questions page.
9. Information Only: Select the 'Information Only' checkbox to have the question display on the Answer Questions page as a piece of information rather than a question.
10. Print on Req: Select the 'Print on Req' checkbox to make the question and the answer print on the requisition.
11. Sort Order: Select the order for the questions to appear on the Answer Questions page.
12. The Parent Question/Required Answer information is for the Conditional AOE functionality and will be discussed in the next section of this manual.
13. Select the 'Update' button to save your entries.

B. Create a Template that Includes Conditional AOE

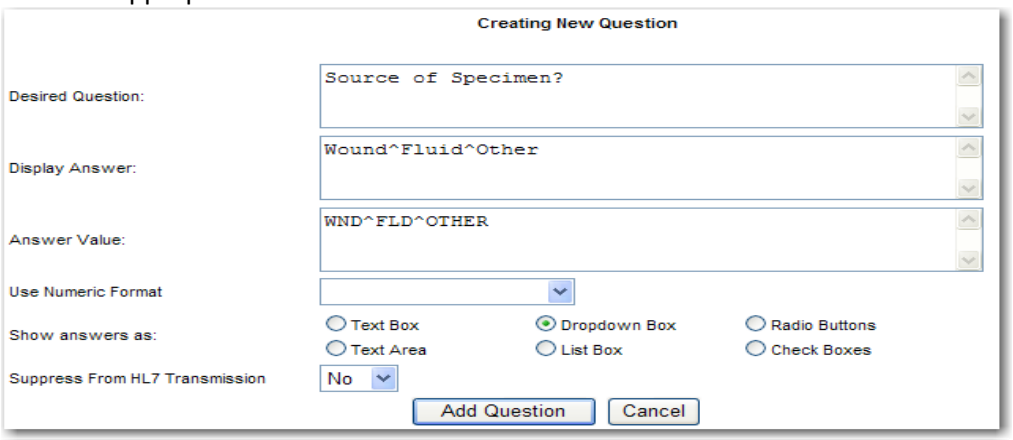
About Conditional AOE:

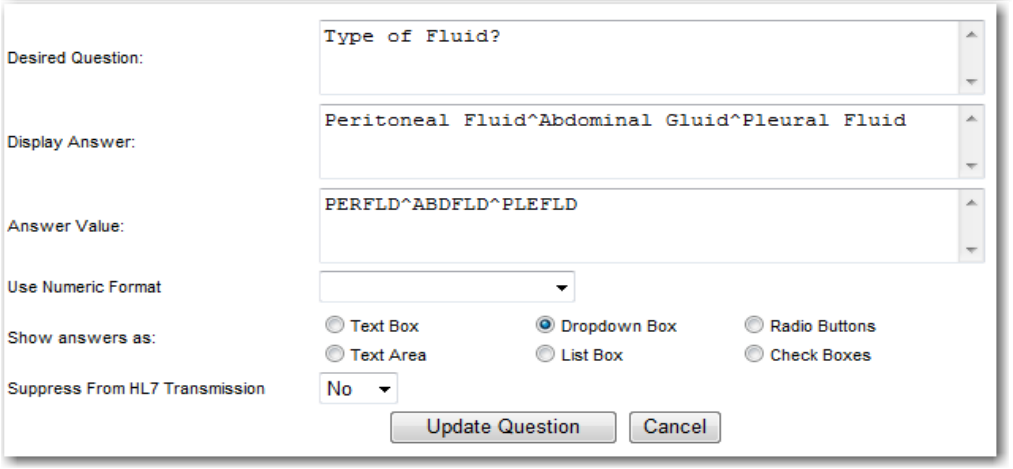
- Conditional AOE are additional questions that are presented to the end user when a specific answer is selected to the 'Parent' question. These additional questions are called 'Child' questions.
- A parent question cannot be a Text Box or a Text Area format – any other format can be used.

1. For ease of understanding we will first build a simple Conditional AOE.

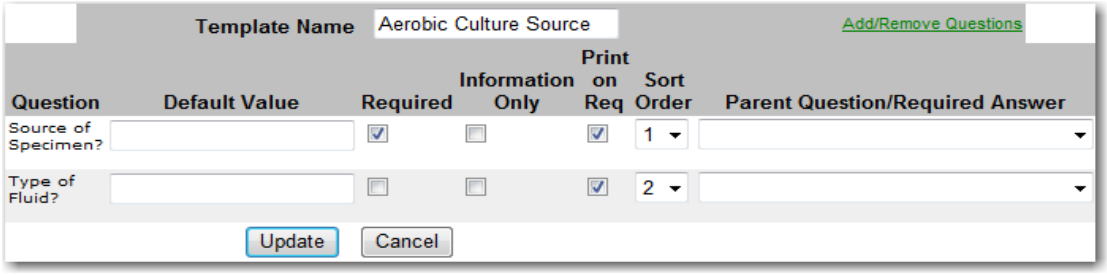

Example: 'Source of Specimen?' (Parent Question)
'Wound' (Simple Answer)
'Fluid' (Answer & Child Question)
'Peritoneal Fluid' (Child Answer)
'Abdominal Fluid' (Child Answer)
'Pleural Fluid' (Child Answer)
'Other' (Simple Answer)
In this example the original question is "Source of Specimen".
- If 'Wound' is selected that is the answer.
- If 'Fluid' is selected as the answer, another set of answers is then presented; 'Peritoneal Fluid', 'Abdominal Fluid' or 'Pleural Fluid'.
- If 'Other' is selected that is the answer.

   a. Create Questions. In the example above the questions are 'Source of Specimen' (Parent question) and 'Type of Fluid' (Child question). These questions are built using the same steps as a simple question.
      1) Select the Add/Edit Questions function from the Navigation bar.
      2) Select the 'Create New Question' link at the top of the page.
      3) Enter the appropriate information.

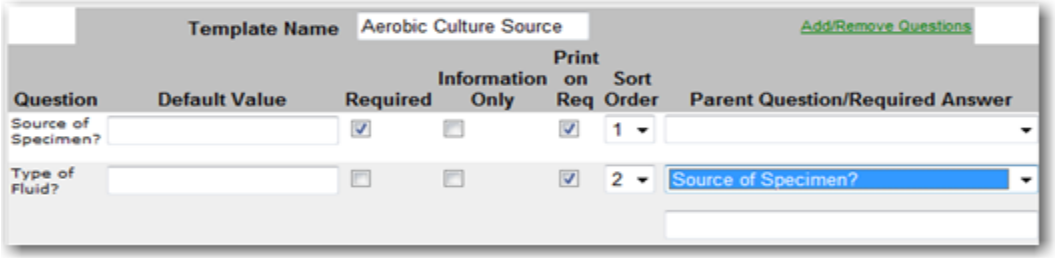




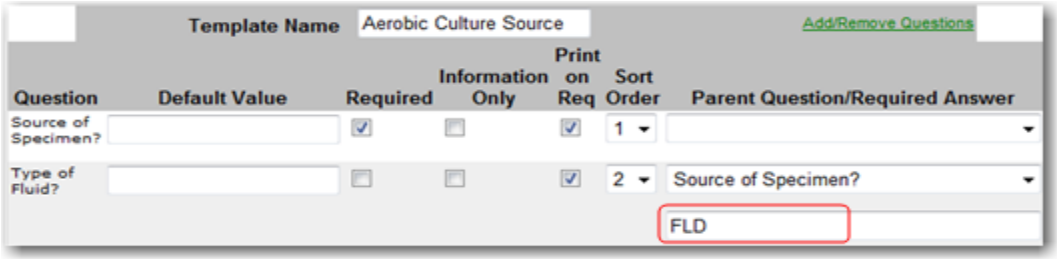
b. Create Question Template. This will follow the same steps as a simple AOE except that after the Template is created, the relationship of the 'Child' to the 'Parent' question will need to be defined. The 'Parent Question/Required Answer' field is used to define the relationship of the 'Child' question to the 'Parent' question.



1) From the 'Parent Question/Required Answer' dropdown box to the right of the 'Child' question, select the 'Parent' question. In our example the child question is 'Type of Fluid', and the parent question is 'Source of Specimen'.



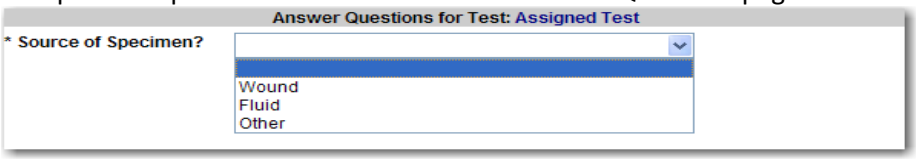
2) Once the 'Parent' question has been defined, a text box will display to enter the answer that will trigger the 'Child' question.



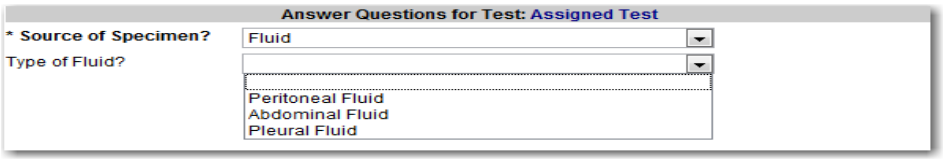
In the example, the answer that will trigger the 'Child' question is 'Fluid'. If we look at how we built the 'Parent' question we will see that for this question the 'Display Answer' and 'Answer Value' are different. It is the 'Answer Value' that must be entered into the text box – and it is case sensitive. So for our example, the value 'FLD' must be entered.

3) Select the 'Update' button to save your entries.

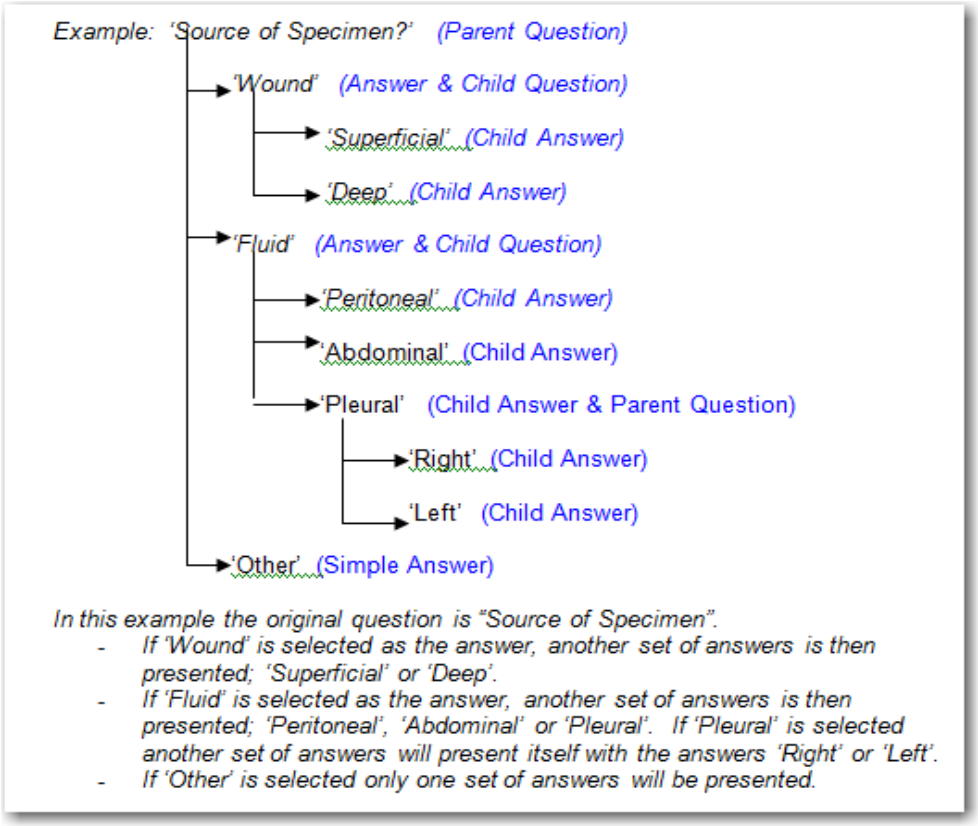
4) The questions presented to the user on the Answer Questions page will be:



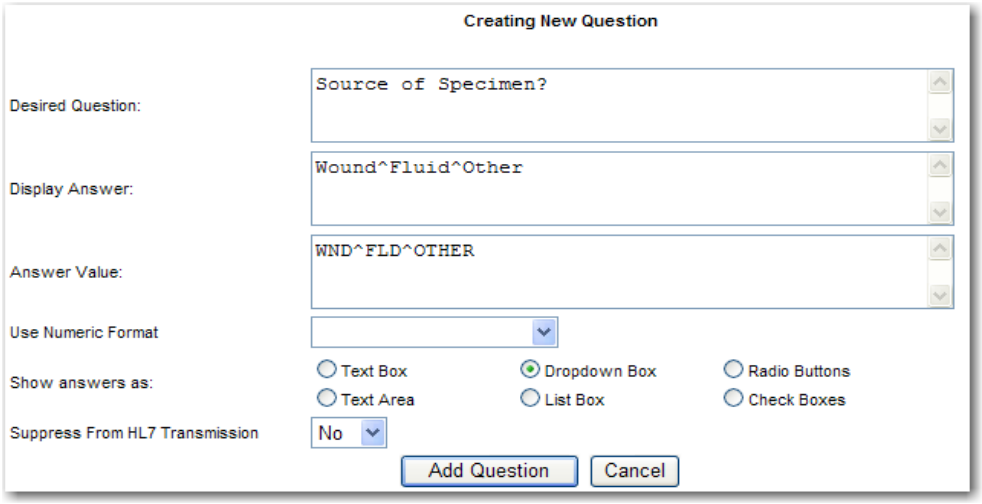
If 'Fluid' is selected as the answer, the 'Child' question will be displayed for the user to select an answer.

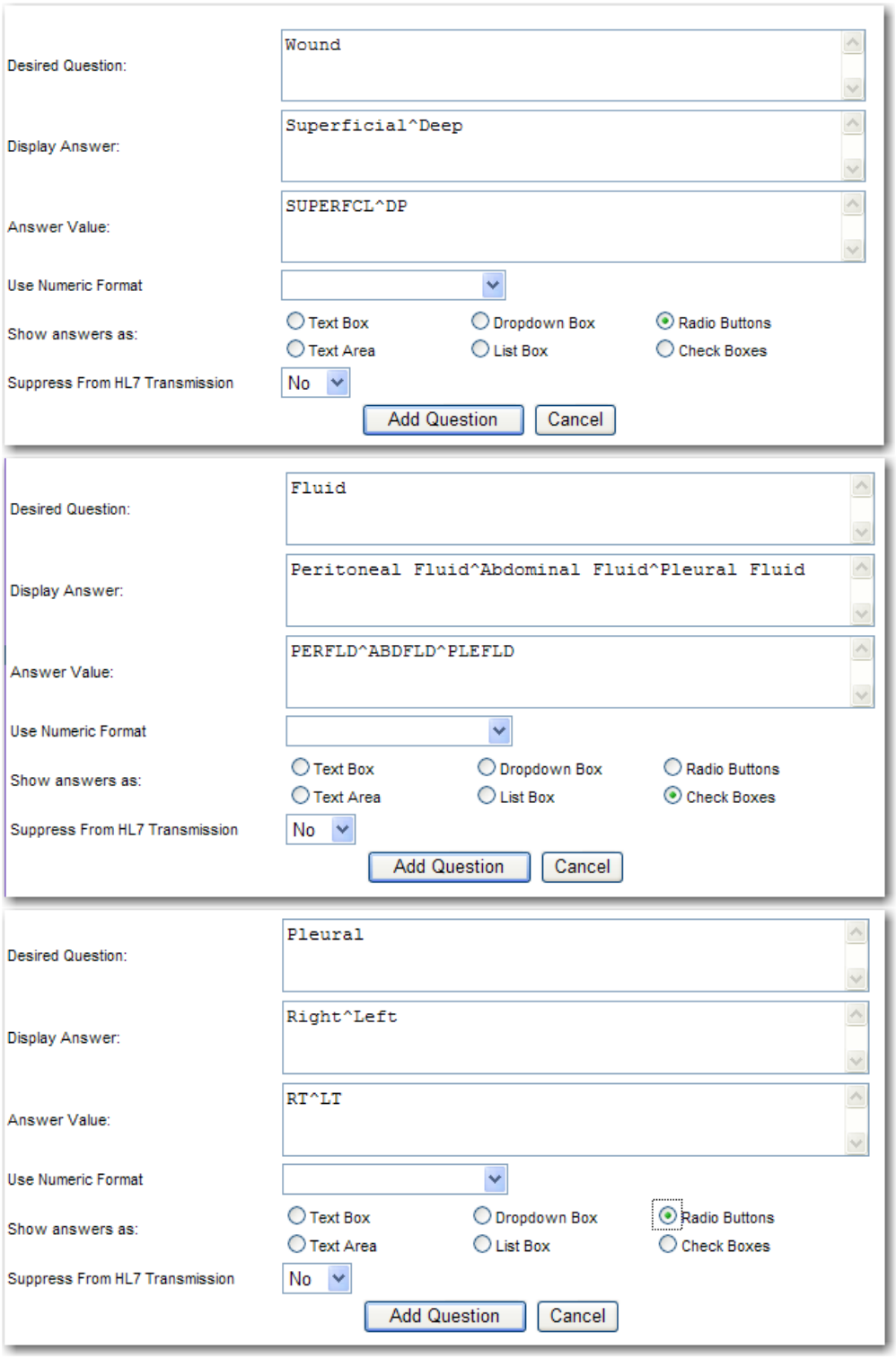


2. To demonstrate the ability to have multiple 'Child' questions and a 'Child' question that is also a 'Parent' question we will build a more involved 'Conditional' AOE.

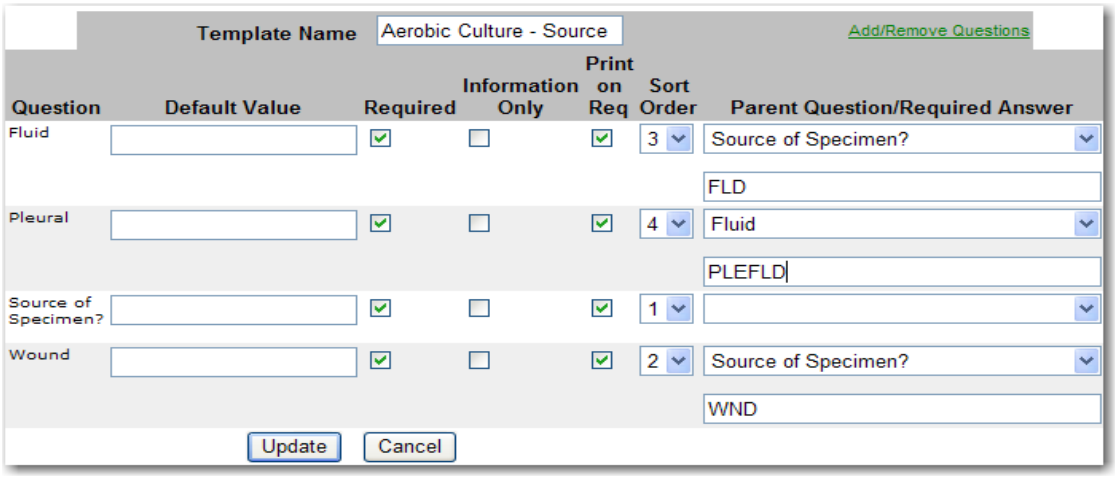

Example: 'Source of Specimen?' (Parent Question)
'Wound' (Answer & Child Question)
'Superficial' (Child Answer)
'Deep' (Child Answer)
'Fluid' (Answer & Child Question)
'Peritoneal' (Child Answer)
'Abdominal' (Child Answer)
'Pleural' (Child Answer & Parent Question)
'Right' (Child Answer)
'Left' (Child Answer)
'Other' (Simple Answer)
In this example the original question is "Source of Specimen".
- If 'Wound' is selected as the answer, another set of answers is then presented; 'Superficial' or 'Deep'.
- If 'Fluid' is selected as the answer, another set of answers is then presented; 'Peritoneal', 'Abdominal' or 'Pleural'. If 'Pleural' is selected another set of answers will present itself with the answers 'Right' or 'Left'.
- If 'Other' is selected only one set of answers will be presented.

a. Create Questions: In this example the questions are 'Source of Specimen', 'Wound', 'Fluid' and 'Pleural'. These questions are built the same as in the previous example.

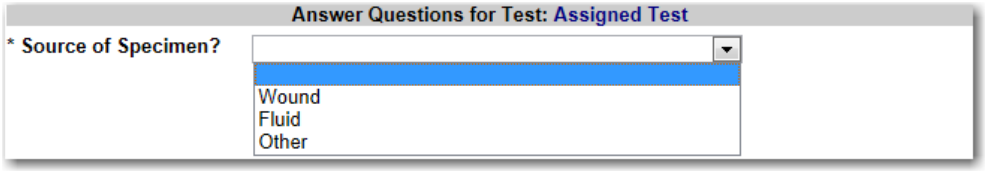




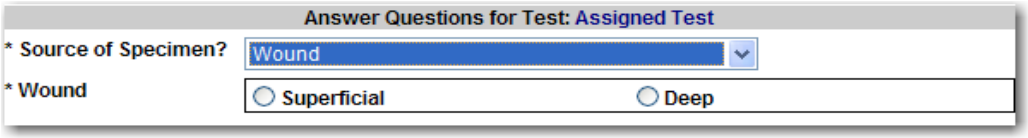
b. Create Question Templates: The Templates are built the same as in the previous example.



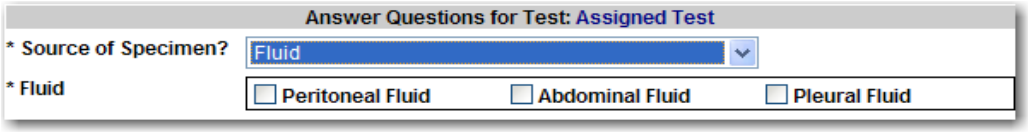
1) The Parent question is "Source of Specimen'.
   a) For the Child answer 'Fluid' the Parent question is 'Source of Specimen?' and the Answer Value must be 'FLD'.
   b) For the Child answer 'Pleural' the Parent question is 'Fluid' and the Answer Value must be 'PLEFLD'.
   c) For the Child answer 'Wound' the Parent question is 'Source of Specimen?' and the Answer Value must be 'WND'.
2) The questions presented to the user on the Answer Questions page will be:



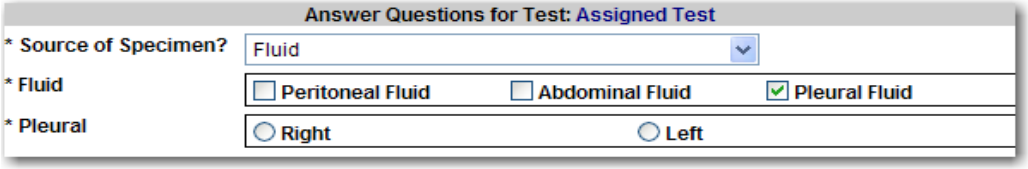
   a) If 'Wound' is selected:



   b) If 'Fluid' is selected:



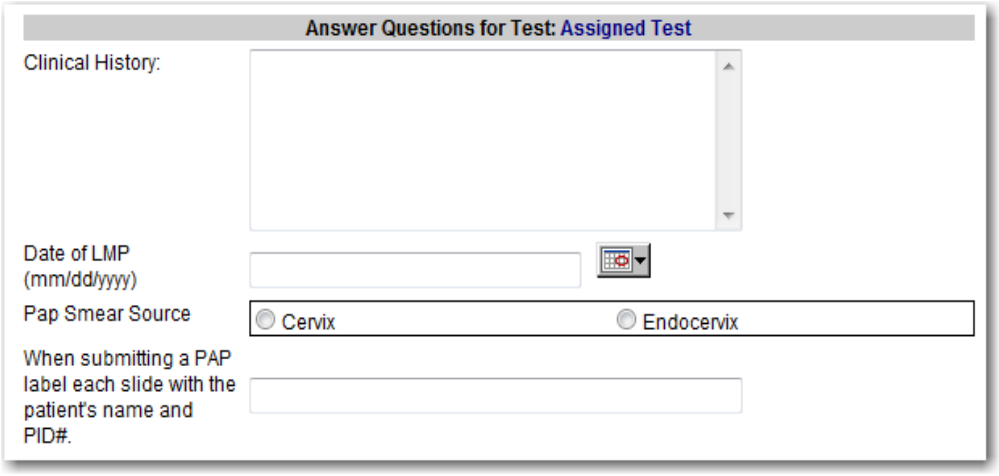
   c) If 'Pleural Fluid' is then selected:



C. Preview an Existing Template

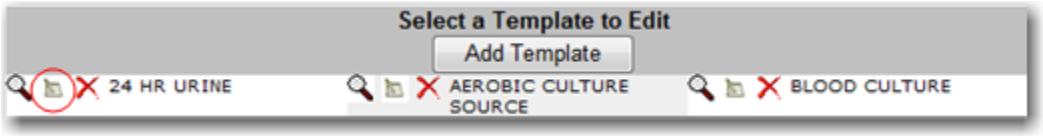
1. Select the 'Preview' icon to the left of the Template that you wish to preview.

2. The questions will display and function as they will on the Answer Questions page.

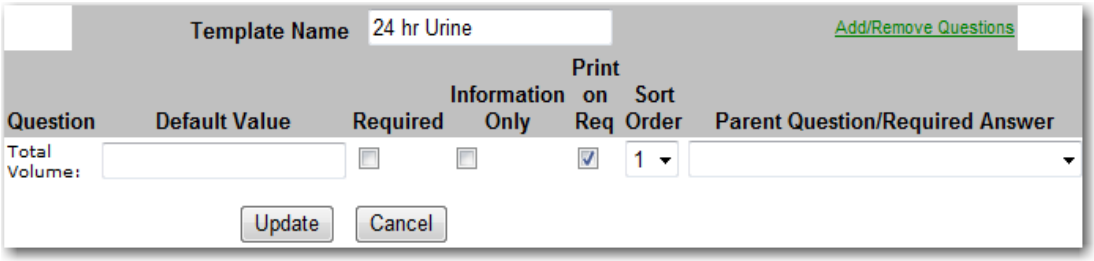

Answer Questions for Test: Assigned Test
Clinical History:
Date of LMP (mm/dd/yyyy)
Pap Smear Source
Cervix
Endocervix
When submitting a PAP label each slide with the patient's name and PID#.

D. Edit an Existing Template

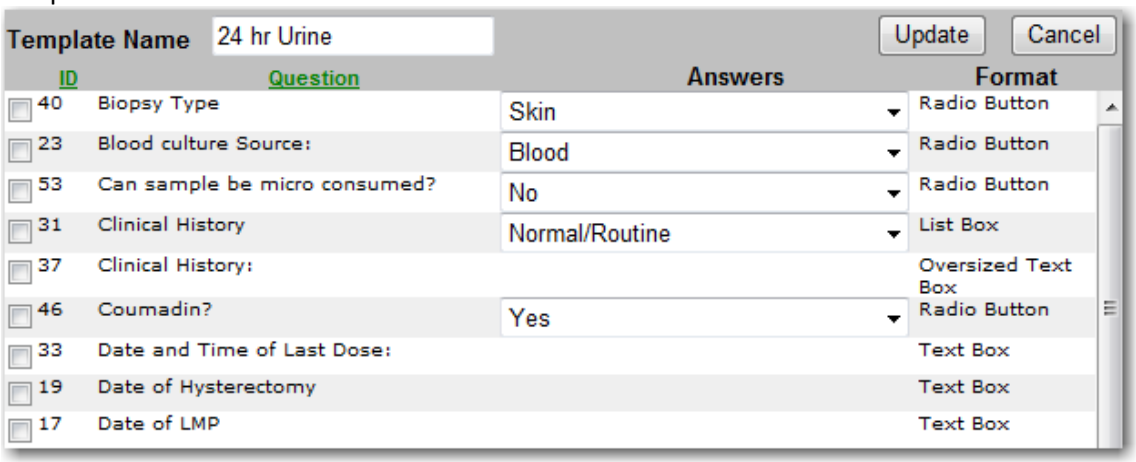
1. Select the Edit icon to the left of the Template to be edited.



2. A new page will be displayed.



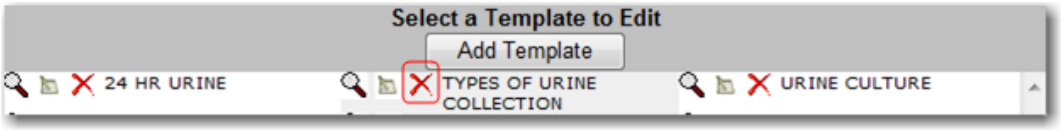
3. Edit the appropriate information.
4. To add or remove a question, select the 'Add/Remove Questions' hyperlink. This will direct you to the list of available questions, where you can add or remove questions to the Template.



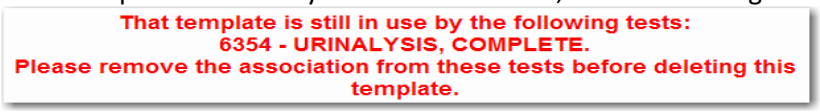
5. Select the 'Update' button to save your changes.

E. Delete a Template

1. Select the 'Delete' icon to the left of the Template to be deleted.



2. If the Template is currently connected to a test, an error message will display.


That template is still in use by the following tests:
6354 - URINALYSIS, COMPLETE.
Please remove the association from these tests before deleting this template.

3. If the Template is not currently connected to any tests, it will be deleted.

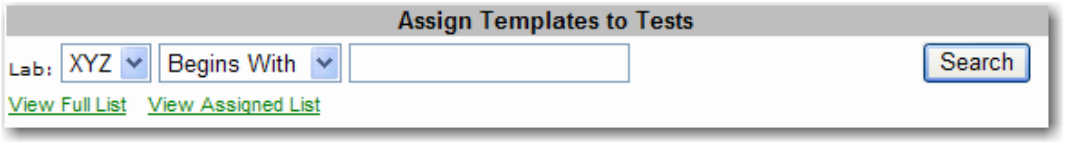
III. ASSIGN TEMPLATES TO TESTS

Actions Available In the Assign Templates to Tests Function

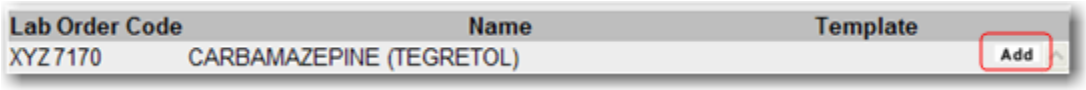
A. Assign a Template to a Test
B. Change the Template that is Assigned to a Test
C. Remove a Template that is Assigned to a Test

A. Assign a Template to a Test

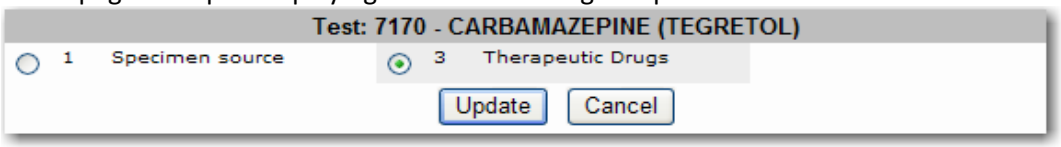
1. Search for a test, or select the 'View Full List' hyperlink.



2. A new page will open displaying the list of tests. Select the 'Add' hyperlink to the right of the test.



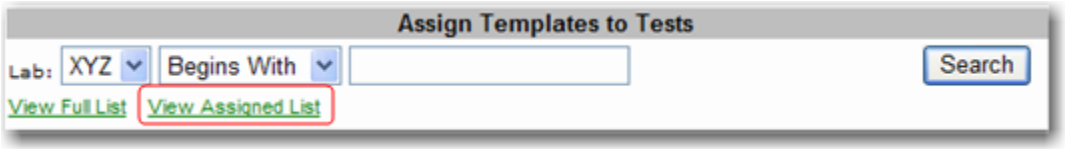
3. A new page will open displaying the list of existing Templates.



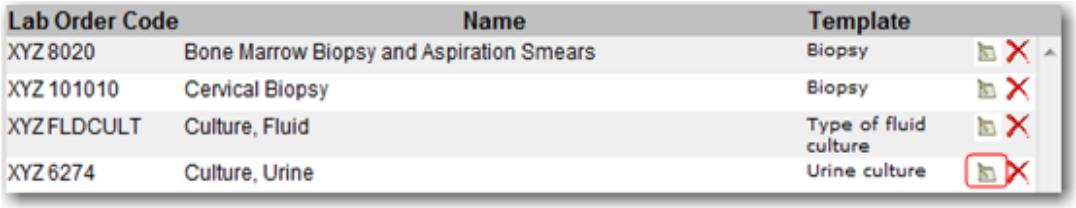
4. Select the radio button of the Template to be assigned to the test.
5. Select the 'Update' button to save your entry.

B. Change the Template that is Assigned to a Test

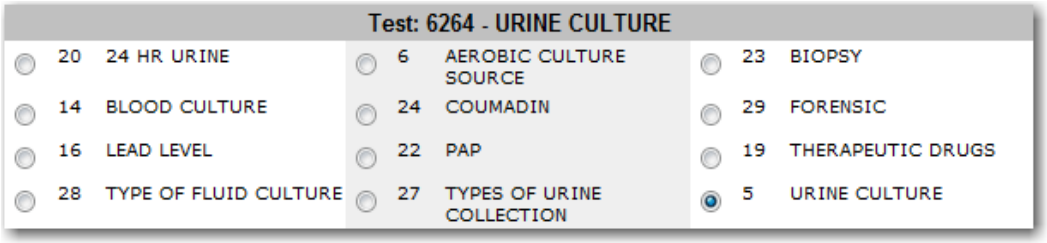
1. Select the 'View Assigned List' hyperlink.



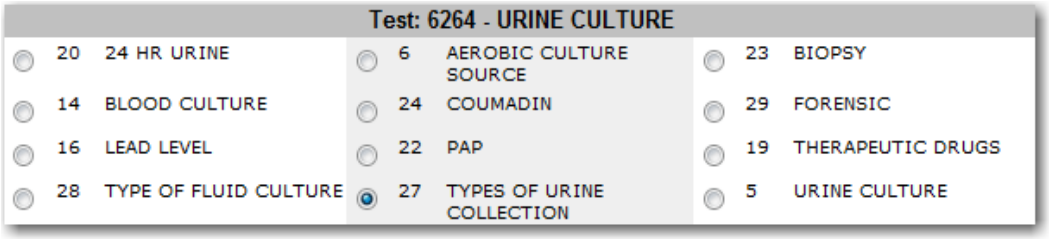
2. A new page will open displaying the list of tests that have a Template assigned to them. Select the 'Edit' icon to the right of the Template that is assigned to the test.



3. A new page will open displaying the list of existing Templates.



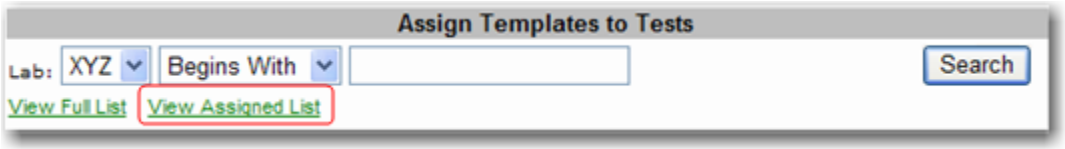
4. Select the radio button of the Template that you wish to assign to the test.



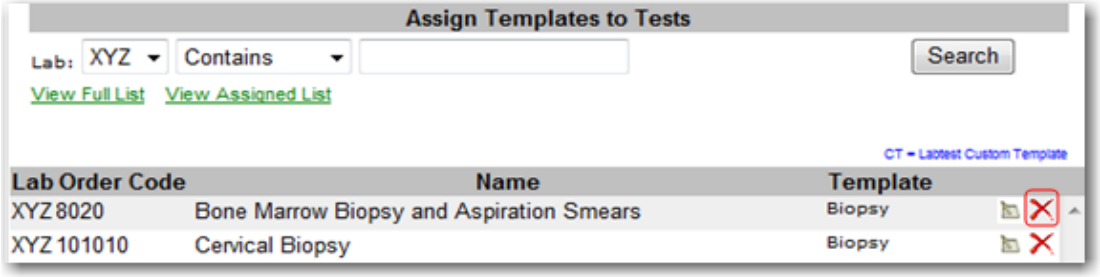
5. Select the 'Update' button to save your entry.

C. Remove a Template that is Assigned to a Test

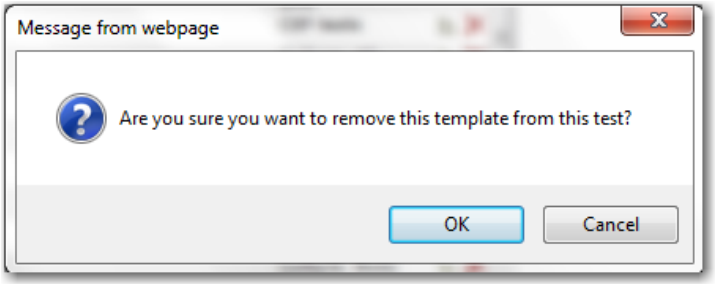
1. Select the 'View Assigned List' hyperlink.



2. A new page will open displaying the list of tests that have a Template assigned to them.



3. Select the 'Delete' icon to the right of the Template to be removed.
4. A warning will be displayed.

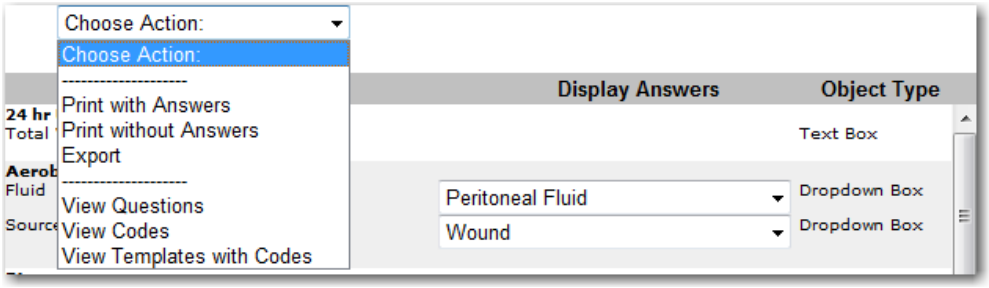


5. Select the 'OK' button to remove the Template.

IV. VIEW TEMPLATES AND QUESTIONS

About the View Templates and Questions Function

- The View Templates and Questions function allows the user to generate reports for existing AOE.
- Reports are selected by using the 'Choose Action' dropdown box at the top of the page.

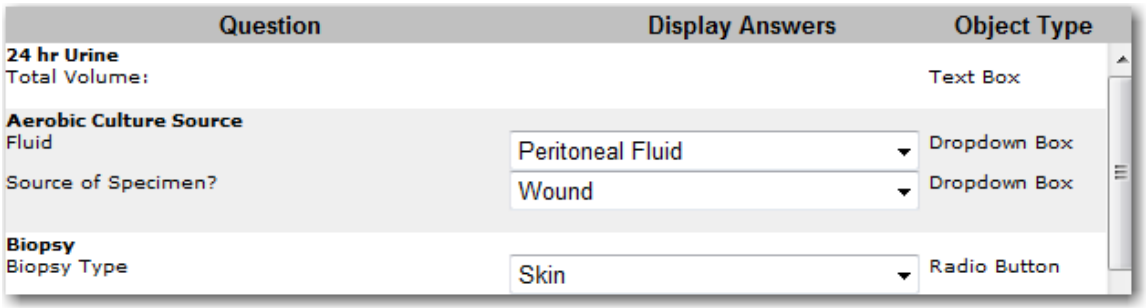


- The reports that are available to be printed or exported will depend on the report that is being viewed.

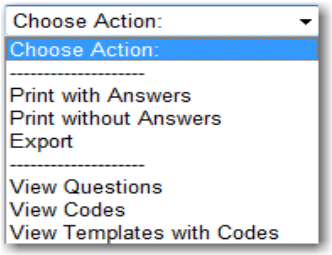
Reports Available to be Viewed

A. View Templates with Questions
B. View Questions
C. View Codes
D. View Templates with Codes

A. View Templates with Questions

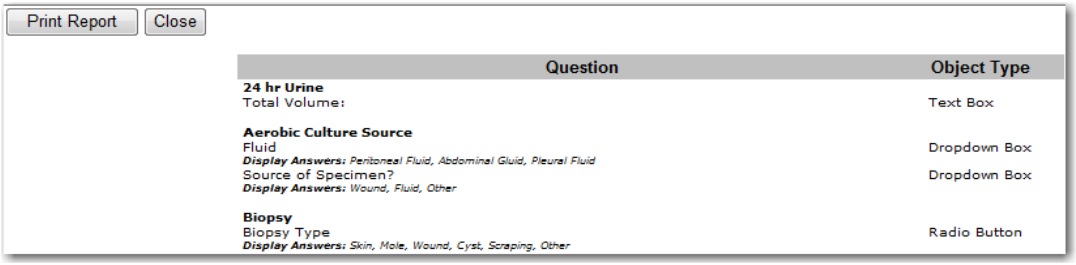


1. This is the default report that is displayed on the screen when the function is selected.
2. The onscreen report contains:
   a. The Name of the Template
   b. The Questions that are contained in the Template
   c. The Answers that are displayed for the questions
   d. The type of Format provided for the answers
3. There are 2 reports available to be printed when viewing this report:



   a. Print with Answers

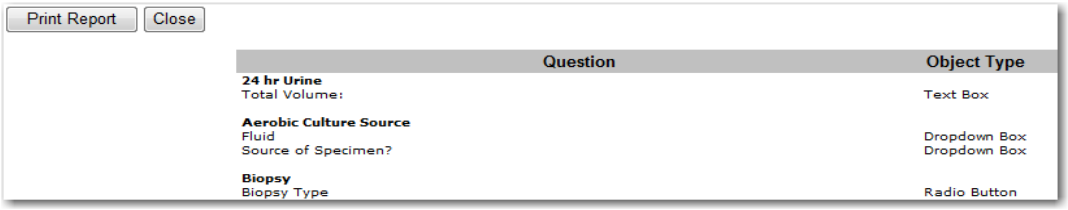
1) Select the 'Print with Answers' option from the dropdown box. The printer friendly report will display on the screen.



2) This report contains:
   a) The Name of the Template
   b) The Questions that are included in the Template
   c) The Answers that are displayed for the questions
   d) The type of Format provided for the answers
3) Select the 'Print Report' button to print the report.

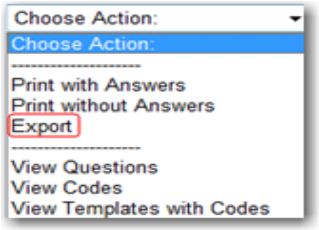
b. Print without Answers

1) Select the 'Print without Answers' option from the dropdown box. The printer friendly report will display on the screen.



2) This report contains:
   a) The Name of the Template
   b) The Questions that are included in the Template
   c) The type of Format provided for the answers
3) Select the 'Print Report' button to print the report.

4. To export the available csv file select the 'Export' option from the dropdown box.



a. A link to a comma-delimited file will display on the screen.

b. Select the csv hyperlink to display the file.

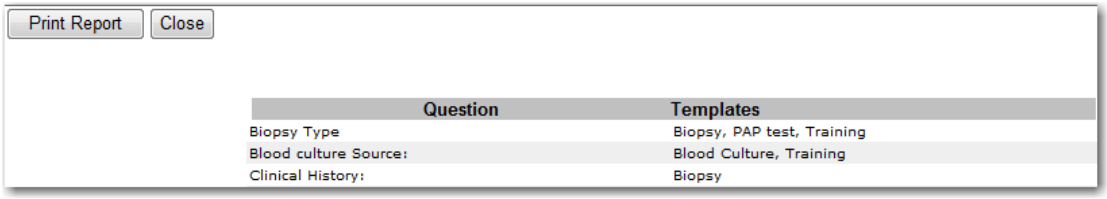
Template	Question	Display Answers	Answer Values	Object Type
24 hr Urine	Total Volume:			Text Box
Aerobic Culture Source	Fluid	Peritoneal Fluid, Abdomina	PERFLD, ABDFLD, PLEFLD	Dropdown Box
Aerobic Culture Source	Source of Specimen?	Wound, Fluid, Other	Wound, Fluid, Other	Dropdown Box
Biopsy	Biopsy Type	Skin, Mole, Wound, Cyst, Sc	Skin, Mole, Wound, Cyst	Radio Button
Biopsy	Paula's source	Arm, Leg, Hand, Foot, Other	Arm, Leg, Hand, Foot, Ot	Dropdown Box
Biopsy	Is the patient taking anitbiot	Yes, No	Yes, No	Checkboxes
Biopsy	Oral or Topical	Oral, Topical	Oral, Topical	Checkboxes
Biopsy	Is patient diabetic?	yes, no	yes, no	Dropdown Box
Biopsy	Clinical History:			Oversized Text Box

c. The file can then be printed or saved.

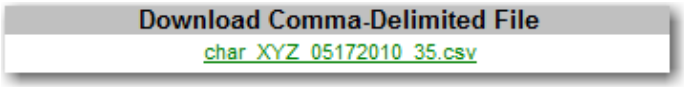
B. View Questions

Question	Templates
Biopsy Type	Biopsy, PAP test, Training
Blood culture Source:	Blood Culture, Training
Clinical History:	Biopsy

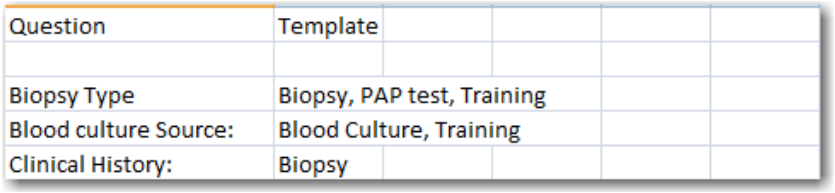
1. The onscreen report contains:
   a. The Name of the question
   b. The Templates that have that question attached to them
2. To print the available report, select the 'Print' option from the dropdown box.
   a. The printer friendly report will display on the screen.



   b. This report contains:
      1) The Name of the question
      2) The Templates that have that question attached to them
   c. Select the 'Print Report' button to print the report.
3. To export the available csv file select the 'Export' option from the dropdown box. A link to a comma-delimited file will display on the screen.



   a. Select the csv hyperlink to display the file.

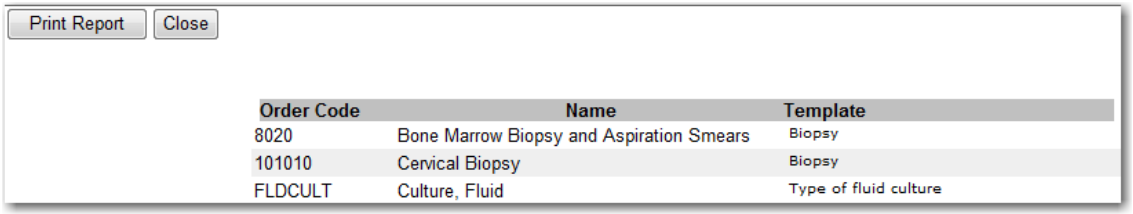


   b. This file can then be printed or saved.

C. View Codes

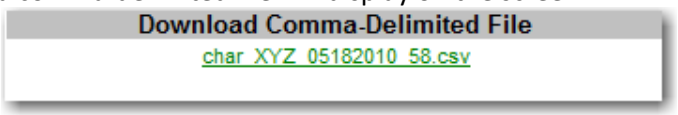
Order Code	Name	Template
8020	Bone Marrow Biopsy and Aspiration Smears	Biopsy
101010	Cervical Biopsy	Biopsy
FLDCULT	Culture, Fluid	Type of fluid culture

1. This report contains:
   a. The Test Code and Test Name
   b. The Template that is assigned to that test
2. To print the available report, select the 'Print' option from the dropdown box.
   a. The printer friendly report will display on the screen.



b. This report contains:
   1) The Test Code and Test Name
   2) The Template that is assigned to that test
c. Select the 'Print Report' button to print the report.

3. To export the available csv file, select the 'Export' option from the dropdown box. A link to a comma-delimited file will display on the screen.

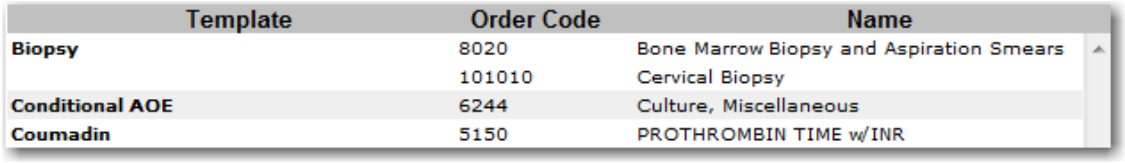


a. Select the csv hyperlink to display the file.

Order Code	Name	Template
8020	Bone Marrow Biopsy and Aspiration Smears	Biopsy
101010	Cervical Biopsy	Biopsy
FLDCULT	Culture, Fluid	Type of fluid culture

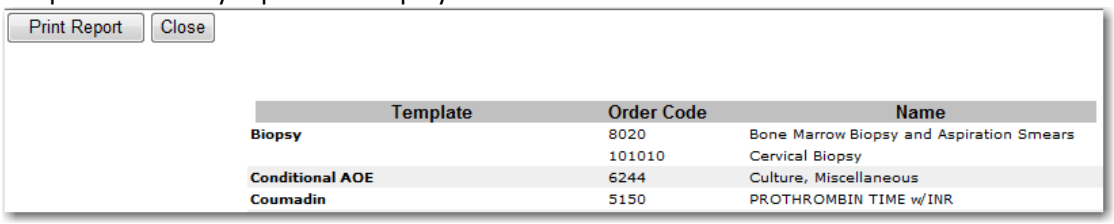
b. This file can then be printed or saved.

D. View Templates with Codes

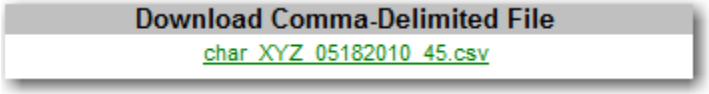


Template	Order Code	Name
Biopsy	8020	Bone Marrow Biopsy and Aspiration Smears
	101010	Cervical Biopsy
Conditional AOE	6244	Culture, Miscellaneous
Coumadin	5150	PROTHROMBIN TIME w/INR

1. This report contains:
   a. The Name of the Template
   b. The Test Codes and Test Names that the Template is associated with
2. To print the available report, select the 'Print' option from the dropdown box.
   a. The printer friendly report will display on the screen.



   b. This report contains:
      1) The Name of the Template
      2) The Test Codes and Test Names associated with that the Template.
   c. Select the 'Print Report' button to print the report.
3. To export the available csv file, select the 'Export' option from the dropdown box. A link to a comma-delimited file will display on the screen.



   a. Select the csv hyperlink to display the file.

Template	Order Code	Name
Biopsy	8020	Bone Marrow Biopsy and Aspiration Smears
Biopsy	101010	Cervical Biopsy
Conditional AOE	6244	Culture, Miscellaneous
Coumadin	5150	PROTHROMBIN TIME w/INR

   b. This file can then be printed or saved.

Chapter 5 | INSURANCE COMPANIES

I. ADD INSURANCE

About the Add Insurance Function

- The Add Insurance function allows the admin user to add an insurance to the database.
- The admin user can define what information will be displayed and what information will be required on the Patient Information, Responsible Party, and Insurance screens on the Add Patient and Edit Patient pages. This is an optional feature and Lifepoint will need to enable this feature for your Lab.
- The admin user can also define a required format for the Policy Number, Group Number, or 5 Alternate ID fields, and a unique error message that will display if the information entered for those fields does not fit the format. This is an optional feature and Lifepoint will need to enable this feature for your Lab.

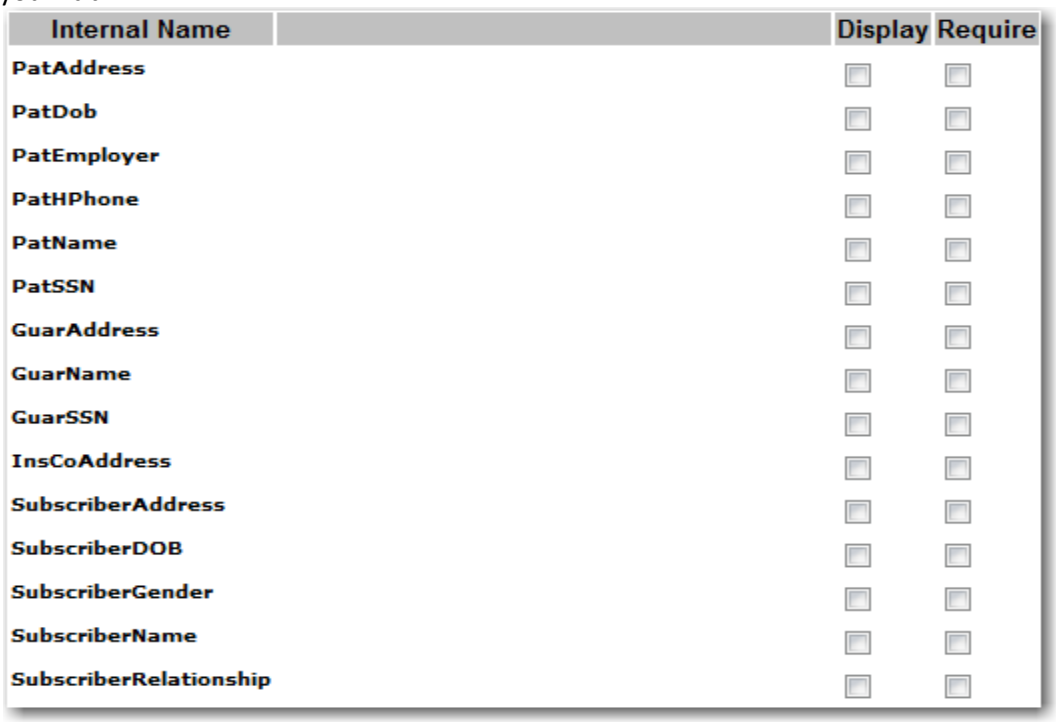
Steps Necessary to Add an Insurance

A. The top section of the Add Insurance page is used to enter the demographic information of the insurance.

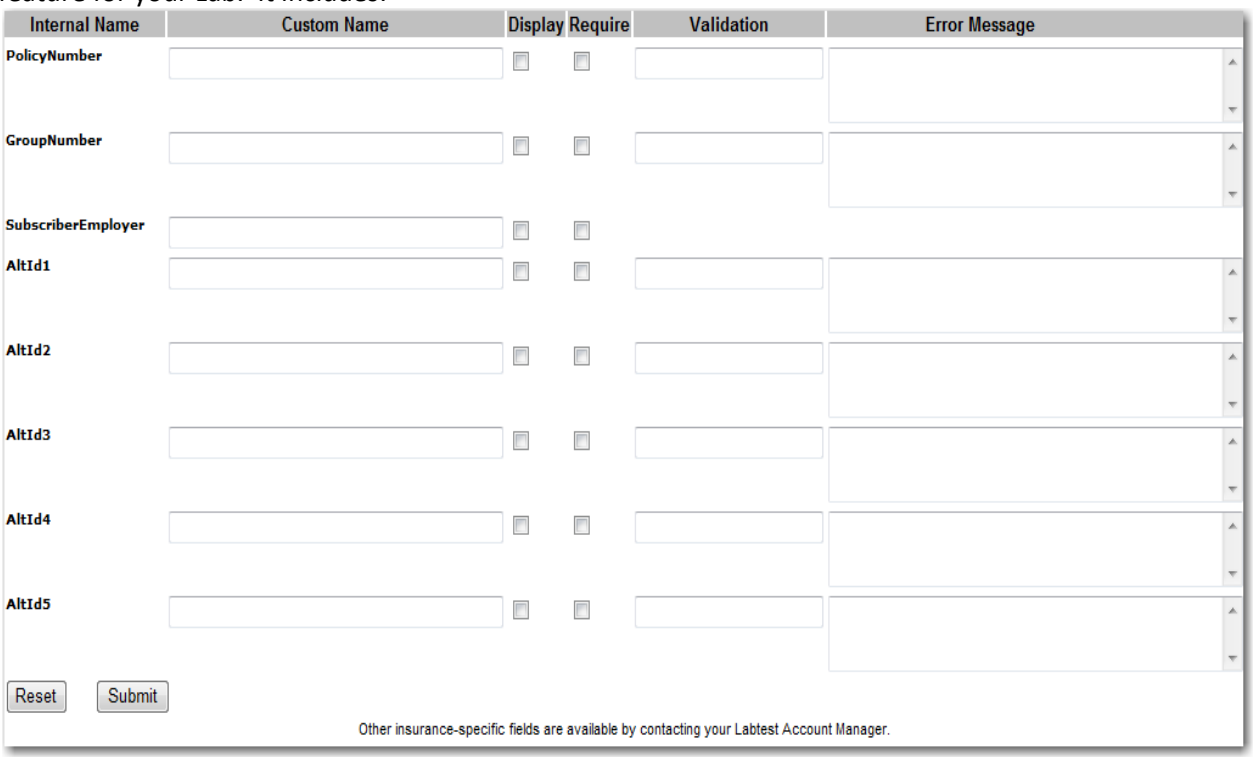
Internal Name	Value
PracInsId	
InsName	
AltPracInsId	
InsAddr1	
InsAddr2	
InsCity	
InsState	
InsZip	
InsPhone	
BillDefault	
ContactPerson	

1. PracInsId: This is the Lab's Id for the insurance company (example: BCBS1 for Blue Cross/Blue Shield of NJ). This should be unique for each insurance.
2. InsName: This is the name of the insurance company.
3. AltPracInsId: This is a second Lab Id for the Insurance Company. It does not have to be unique – all Blue Cross/Blue Shield insurances can be BCBS.
4. InsAddr: This is the address information for the insurance company.
5. BillDefault: This is the 'Bill To' default on the Order Review screen. (Example: Patient Pay defaults to Patient). The choices are 'I' for Insurance, 'C' for Client, or 'P' for Patient. This is an optional feature and Lifepoint will need to turn this feature on for your lab.
6. ContactPerson: This is the contact person for the insurance company.

B. The middle section of the Add Insurance page allows the admin user to define which information will display, and which information will be required on the Patient Information, Responsible Party and Insurance screens in the Add Patient and Edit Patient functions. This section of the screen is an optional feature and Lifepoint will need to enable this feature for your Lab.



C. The bottom section of the screen is an optional feature and Lifepoint will need to enable this feature for your Lab. It includes:



1. The 'Custom Name' field allows the admin user to define the name for the fields that display for the insurance on the Insurance screen in the Add Patient and Edit Patient functions.
2. There are 5 additional 'AltId' fields that are available for the user to define. These fields display in the Add Patient and Edit Patient functions and would be for specific information about the patient that the Insurance company requests.
3. The 'Display' and 'Require' fields allow the admin user to define which information will display, and which information will be required for the insurance on the Insurance screen in the Add Patient and Edit Patient functions.
4. The 'Validation' field allows the admin user to define a required format for this information when it is entered.
   a. The required format uses the Cache' Object Script pattern match functionality. For a complete explanation go to: http://docs.intersystems.com/documentation/cache/cache52/PDFS/GCOS.pdf (Pattern Matching is covered in Chapter 5.7 on pages 58-64.)
   b. Some examples are:
      - Validation = 9N1U Error message = "9 numbers,1 uppercase letter"
      - Validation = 3U4N1A5N Error message = "3 uppercase letters,4 numbers,1 letter,5 numbers"
      - Some insurances have it specified that it needs to be a specific letter Validation = 9N1"A" Error message = "9 numbers, the letter "A"
      - If you need to use "or" the symbol is ";" (the semi-colon) Validation = 9N1A;1A9N Error message = 9 numbers,1 letter or 1 letter,9 numbers
      - If you want to include a certain punctuation mark put the literal value. For example: SS# Validation = 3N1"-"2N1"-"4N Error message = 3 number,"-",2 numbers,"-",4 numbers
5. The Error Message field allows the admin user to create an error message that will display to the end user if the information they enter does not fit the required format.

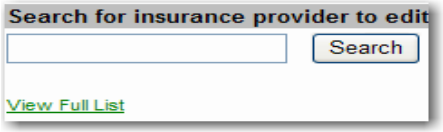
II. EDIT/DELETE INSURANCE

Actions Available In the Edit/Delete Insurance Function

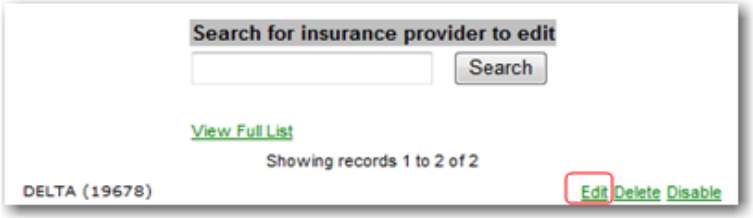
A. Edit an Existing Insurance
B. Delete or Disable an Existing Insurance

A. Edit an Existing Insurance

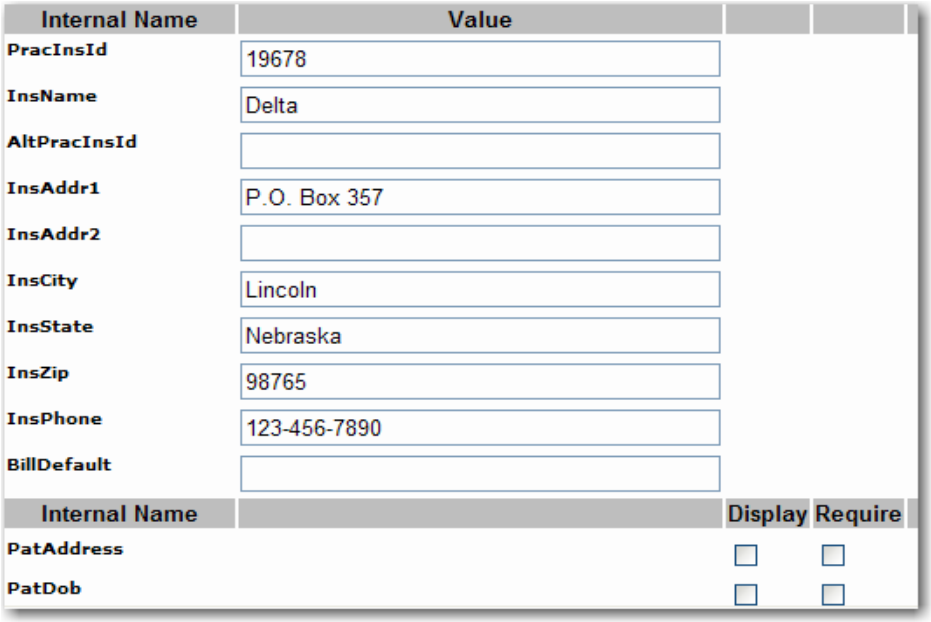
1. Search for an existing insurance or select one from the 'View Full List'.



2. Select the 'Edit' hyperlink to the right of the insurance to be edited.



3. The screen that displays will be the same screen, and will function in the same way, as the Add Insurance screen that was covered in the previous section.



4. Edit the appropriate fields and select the 'Submit' button to save your changes.

B. Delete or Disable an Existing Insurance

1. Search for an existing insurance or select one from the 'View Full List'.

2. Select the 'Delete' hyperlink to the right of the insurance to be deleted. The insurance will be deleted from the database. Patients with that insurance will no longer have the insurance.

3. Select the Disable hyperlink to the right of the insurance to be disabled. The selected insurance will be disabled and will not appear in the list of insurances when a user does a search for an insurance on the Insurance page in the Add Patient or Edit Patient functions. Patients with that insurance will keep the insurance.

III. ASSIGN INSURANCE

About the Assign Insurance Function

- The Assign Insurance function is used to determine that tests ordered on a patient with a specified insurance must go to the designated lab. This setting is global and the default is that it will be for all users, and does not need the Foreign Lab to be marked as 'Active' on the Foreign Lab tab. There is an option that Lifepoint can turn on, so that it would be per user, and would

be driven by the Foreign Lab being marked as 'Active' on the Foreign Lab tab. You will need to notify Lifepoint to have this option turned on in your site.

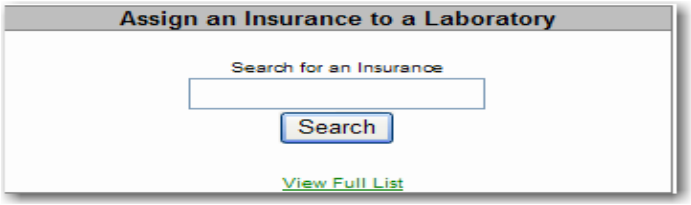
- When the order is submitted on the Order Review page the designated Foreign Lab requisition will be generated.

Actions Available In Assign an Insurance to a Foreign Lab

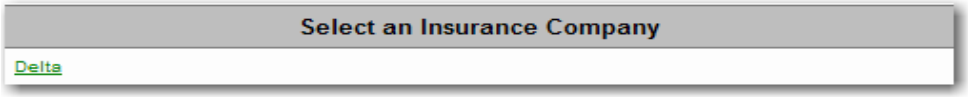
A. Assign an Insurance to a Foreign Lab
B. Exclude Practice(s) from the Assign Insurance Rule
C. Assign an Insurance by Policy Number

A. Assign an Insurance to a Foreign Lab

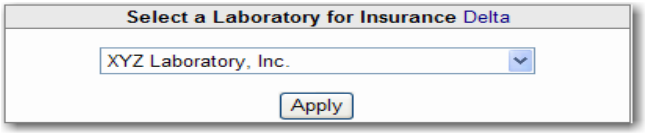
1. Search for an insurance by entering the search criteria or from the 'View Full List' hyperlink.



2. Select the 'Insurance Name' hyperlink to be assigned to a Foreign Lab.



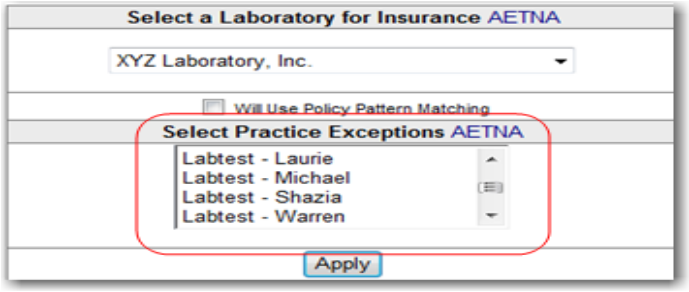
3. A new page will display to select the Foreign Lab. If the Foreign Lab is not on the dropdown list contact Lifepoint to have it added.



4. Select the 'Apply' button to save your entries. When an order is placed on a patient with this insurance the order will now be redirected to the Foreign Lab that was chosen and a requisition for that Foreign Lab will be generated.

B. Exclude Practice(s) from the Assign Insurance Rule

1. Additional functionality is available that will allow a practice to be exempted from the rule. Contact Lifepoint to have this functionality added to your site.



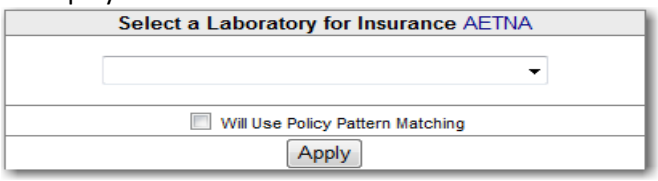
2. When this functionality has been enabled a dropdown box will be displayed for you to select the practices to be exempted.

C. Assign an Insurance by Policy Number

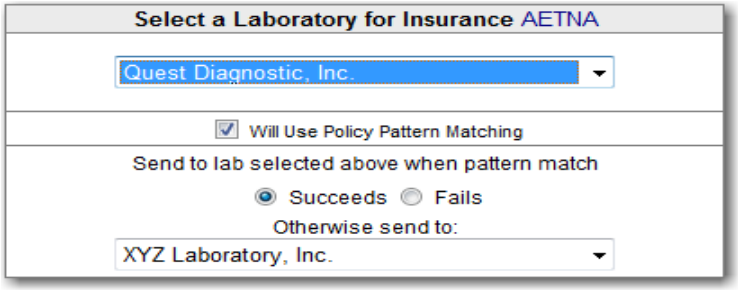
1. Additional functionality is available to assign only certain Insurance Policy Numbers to a Foreign Lab. A request will need to be made to Lifepoint to have this functionality added to

your site, and a list will need to be submitted containing the Insurance Companies and Policy Numbers that need to be redirected.

2. When this functionality has been enabled a 'Will Use Policy Pattern Matching' checkbox will be displayed on the screen.



3. When this checkbox is selected additional fields will be displayed:



   a. There are 2 dropdown boxes provided to select the Labs that the order should be directed to, depending on the Policy Number of the Insurance.
   b. There are 2 radio buttons to select whether the pattern matching should be driven by whether it succeeds (matches a Policy # on the list) or fails (does not match a Policy # on the list).

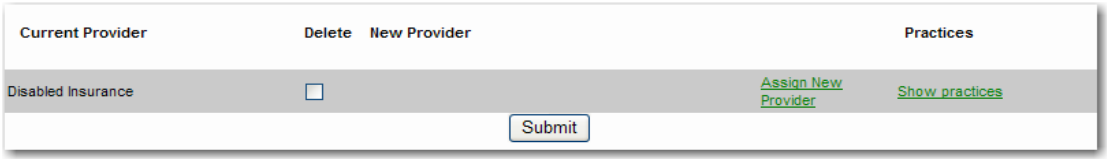
IV. COMMON INSURANCE VALIDATION

About The Common Insurance Validation Function

- The Common Insurance Validation function is used to generate a list of users who have a deleted or disabled insurance on their Common Insurance screen. The insurance can then be deleted or replaced.
- A report is generated summarizing the changes that were made.

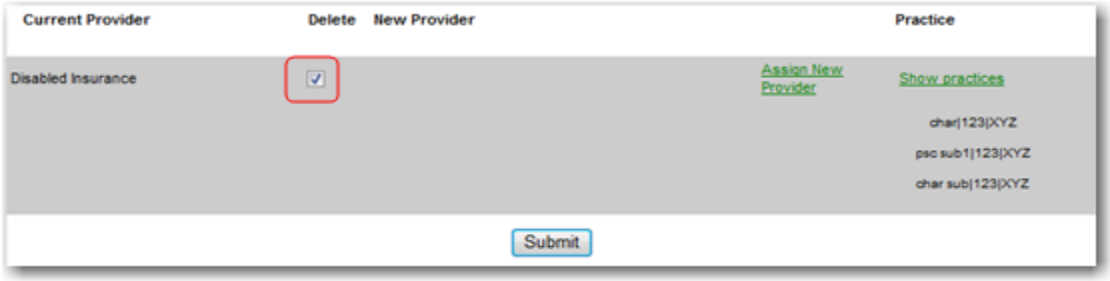
Actions Available In the Common Insurance Validation Function

A. A list displays showing all deleted or disabled insurances that are on any users Common Insurance screen.

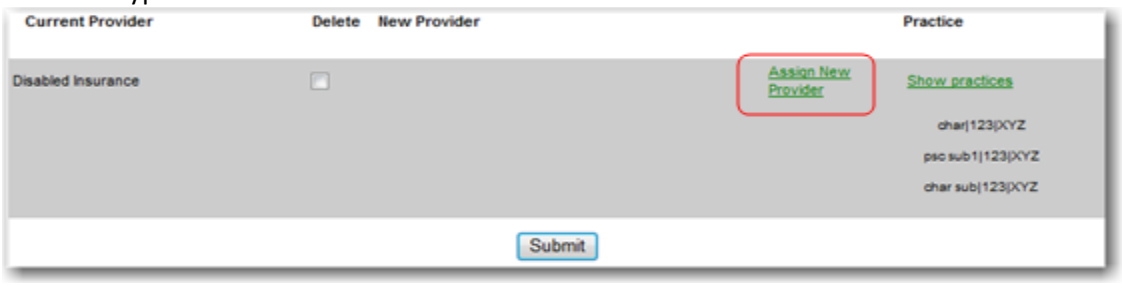


B. To display which users have the insurance on their Common Insurance screen select the 'Show Practices' hyperlink. The list of users will then be displayed.

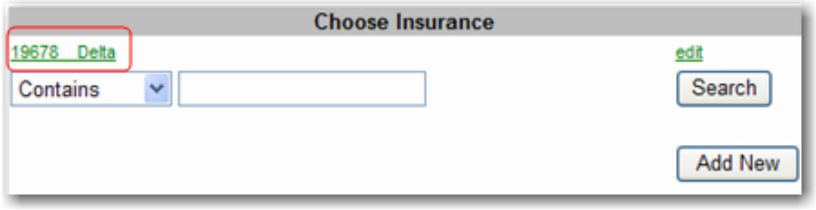
C. To delete the insurance from the users Common Insurance screens check the 'Delete' box.



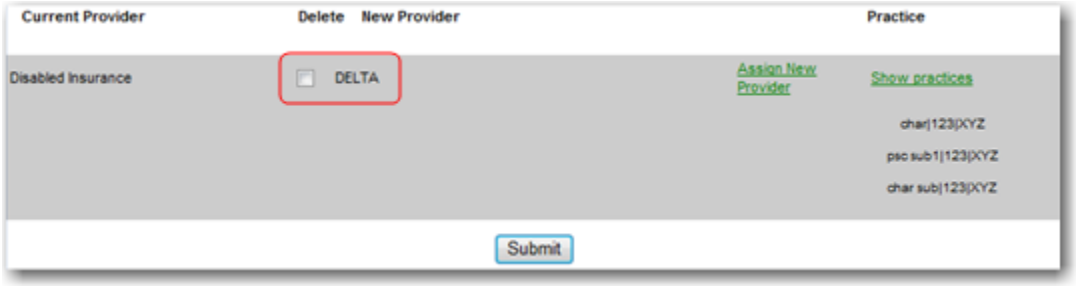
D. To replace the insurance on the users Common Insurance screens select the 'Assign New Provider' hyperlink.



A new page will display for you to search for and select an insurance.

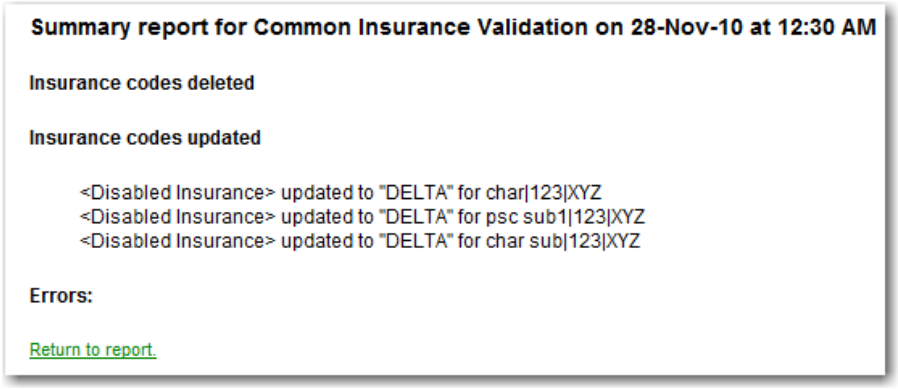


The insurance selected will then display as the replacement.



E. Select the 'Submit' button to save your entries.

F. If you deleted or replaced an insurance, a report will display summarizing the changes that were made.



V. PRINT

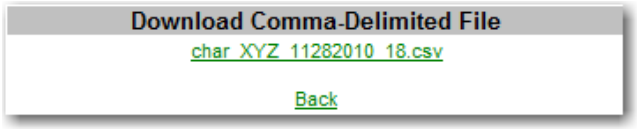
A. When the Print function is selected a list of all insurances in the database will display.

Code	Name	Address	City	State
UA1	AARP COM	AARP		ATLANTA
UAM	AARP MCARE SUP	AARP		ATLANTA
UA3	AARP W C	AARP		PHILADELPHIA
1000	ABC COMPANY	600 East Street	Orlando	FL
ACS	ACCESS STAR	ACCESS		HOUSTON
ACP	ACCESS STAR PLUS	ACCESS		
ATB	ACCOUNTABLE HEALTHBEECH	ACCOUN		ARLINGTON

B. Select the 'Print List' button to print a copy of the list.

VI. EXPORT INSURANCE

A. When the Export Insurance function is selected a hyperlink to a .csv file will display.



B. When this hyperlink is selected the file will be displayed on the screen.

InsAddr1	InsAddr2	InsCity	InsName	InsPhone	InsState	InsZip
Medicare Claims	P.O.Box 3112	Milwaukee	Medicare		WI	53201-3112
P.O. Box 357		Lincoln	Delta	123-456-7890	Nebraska	98765
12347 Elm		Detroit	American Insurance	313-279-6789	MI	48115

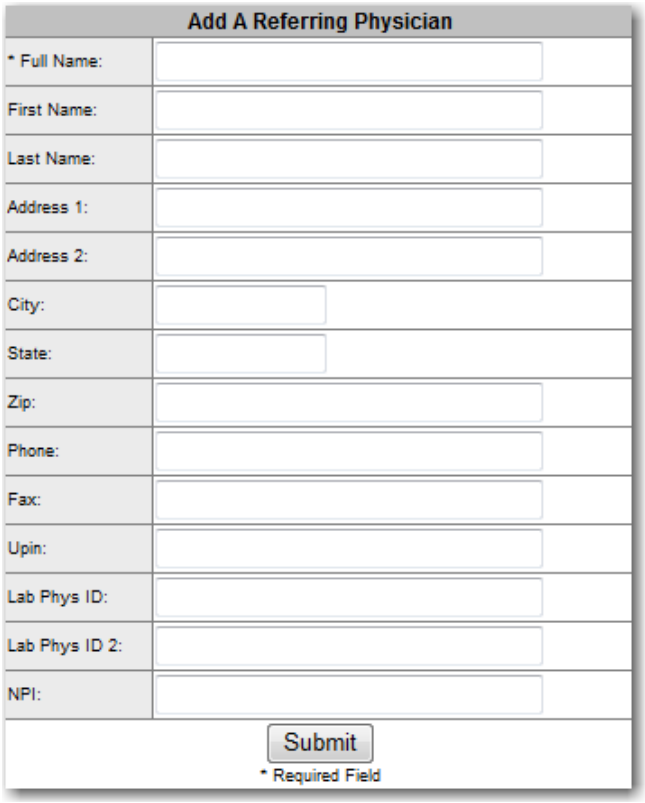
C. This file can then be saved or exported.

Chapter 6 | PHYSICIANS

I. ADD PHYSICIAN

Steps Necessary to Add a Physician

A. Enter appropriate information.



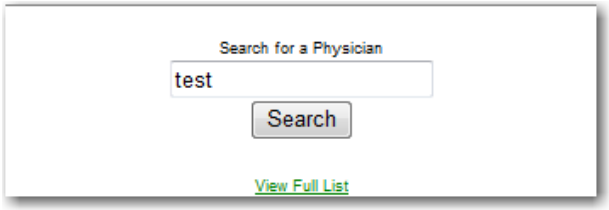
B. The 'Full Name' field is required. The name should be entered in the format "last name, first name".

C. Select the 'Submit' button to save your entries.

II. EDIT/DELETE PHYSICIAN

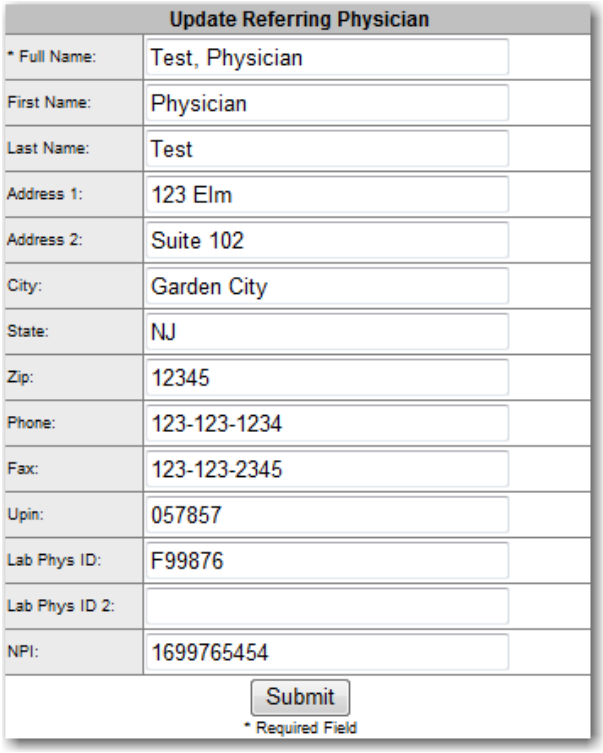
Steps Necessary to Edit/Delete a Physician

A. Select the physician to be edited or deleted by entering the search criteria and selecting the 'Search' button, or from the list by selecting the 'View Full List' hyperlink.



Select a Physician
057857 Test, Physician - 123 Elm Suite 102, Garden City, NJ 12345 Update Delete
022529 Testa, Palmira Rosa - , , Update Delete
022531 Testa-Canto, Amanda - , , Update Delete

B. To edit a physician select the 'Update' hyperlink to the right of the physician to be edited. Enter appropriate information. When you are finished select the 'Submit' button to save your entries.

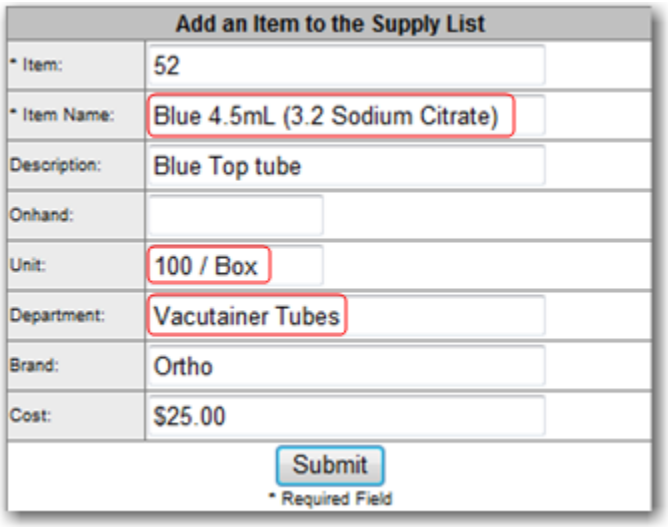


C. To delete a physician select the 'Delete' hyperlink to the right of the physician to be deleted. The physician will then be deleted.

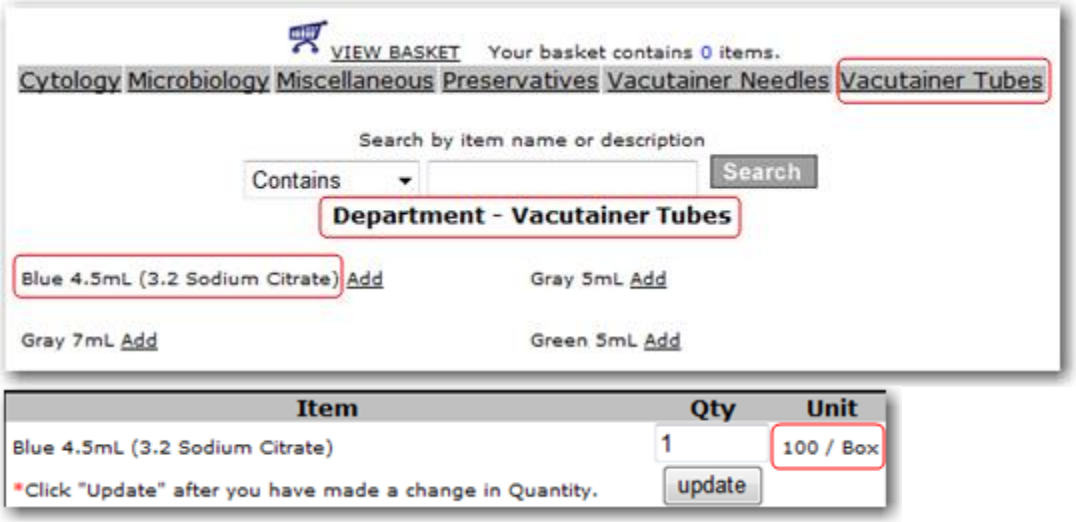
Chapter 7 | SUPPLY LIST

I. ADD ITEM

A. Enter the appropriate information and select the 'Submit' button to save your entries.



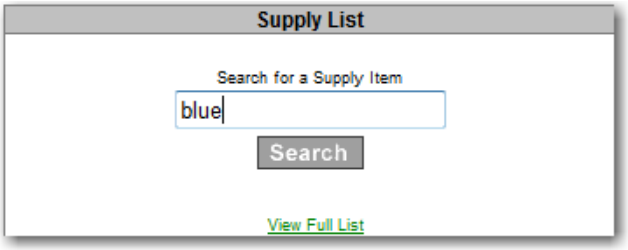
B. The following information will display in the User Mode/Order Supplies function:


VIEW BASKET Your basket contains 0 items.
Cytology Microbiology Miscellaneous Preservatives Vacutainer Needles Vacutainer Tubes
Search by item name or description
Contains
Search
Department - Vacutainer Tubes
Blue 4.5mL (3.2 Sodium Citrate) Add
Gray 5mL Add
Gray 7mL Add
Green 5mL Add

1. The 'Department' field will display as a category on the Order Supplies page.
2. The 'Item Name' field will display as an item to choose from under that category.
3. The 'Unit' field will display on the View Basket page.

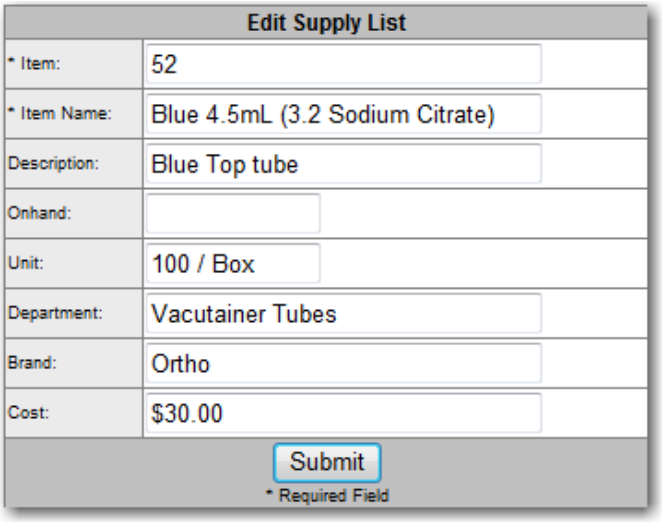
II. EDIT/DELETE ITEM

A. Select the item to be edited or deleted by entering the search criteria and doing a search, or by selecting the 'View Full List' hyperlink.



B. To delete an item select the 'Delete' hyperlink to the right of the item to be deleted. The item will then be deleted.

C. To edit an item select the 'Update' hyperlink to the right of the item to be edited. Enter the appropriate information. When you are finished, select the 'Submit' button to save your changes.



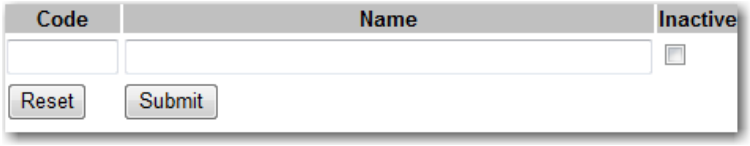
Chapter 8 | DIAGNOSIS

About Diagnosis Codes

- Lifepoint automatically loads and maintains the National File of Diagnosis Codes.

I. ADD DIAGNOSIS

A. Enter the Diagnosis Code and Name into the fields provided.



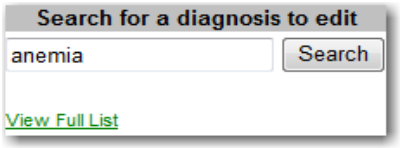
B. To make the diagnosis code inactive, select the 'Inactive' checkbox. Users will not be able to find that diagnosis code when doing a search but it will still be available for an admin user to edit.

C. Select the 'Reset' button to remove the entries you have made.

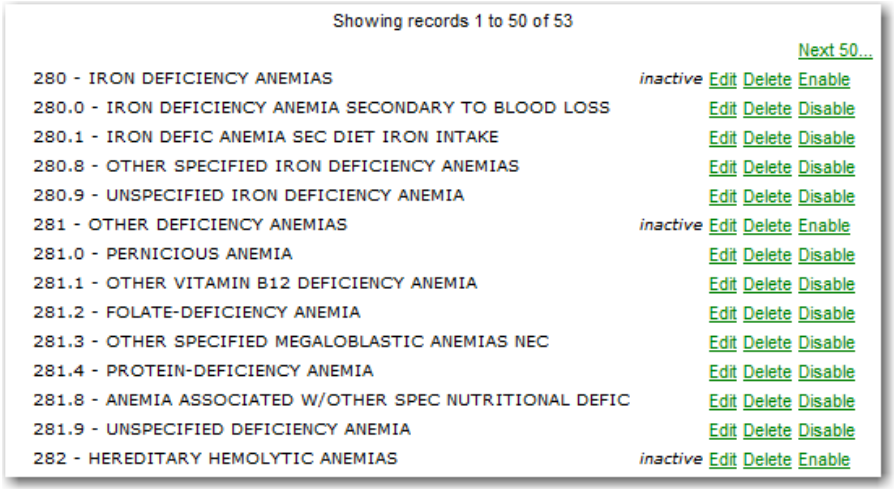
D. Select the 'Submit' button to save your entries.

II. EDIT/DELETE DIAGNOSIS

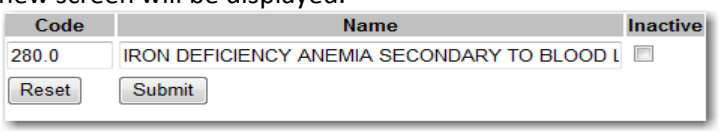
A. Select the diagnosis code to be edited or deleted by entering the search criteria and selecting the 'Search' button, or from a list by selecting the 'View Full List' hyperlink.



A list to choose from will be displayed.


Showing records 1 to 50 of 53
Next 50...
280 - IRON DEFICIENCY ANEMIAS inactive Edit Delete Enable
280.0 - IRON DEFICIENCY ANEMIA SECONDARY TO BLOOD LOSS Edit Delete Disable
280.1 - IRON DEFIC ANEMIA SEC DIET IRON INTAKE Edit Delete Disable
280.8 - OTHER SPECIFIED IRON DEFICIENCY ANEMIAS Edit Delete Disable
280.9 - UNSPECIFIED IRON DEFICIENCY ANEMIA Edit Delete Disable
281 - OTHER DEFICIENCY ANEMIAS inactive Edit Delete Enable
281.0 - PERNICIOUS ANEMIA Edit Delete Disable
281.1 - OTHER VITAMIN B12 DEFICIENCY ANEMIA Edit Delete Disable
281.2 - FOLATE-DEFICIENCY ANEMIA Edit Delete Disable
281.3 - OTHER SPECIFIED MEGALOBLASTIC ANEMIAS NEC Edit Delete Disable
281.4 - PROTEIN-DEFICIENCY ANEMIA Edit Delete Disable
281.8 - ANEMIA ASSOCIATED W/OTHER SPEC NUTRITIONAL DEFIC Edit Delete Disable
281.9 - UNSPECIFIED DEFICIENCY ANEMIA Edit Delete Disable
282 - HEREDITARY HEMOLYTIC ANEMIAS inactive Edit Delete Enable

B. To edit a diagnosis code, select the 'Edit' hyperlink to the right of the diagnosis to be edited. A new screen will be displayed.



1. Edit the appropriate information.
2. To make the diagnosis code inactive, select the 'Inactive' checkbox.
   a. The diagnosis code will no longer be found in a User Mode search to add a diagnosis code.
   b. The diagnosis code will be found in an Admin Mode search to edit a diagnosis code.
   c. The diagnosis code will be marked as '*Inactive*', and will have an 'Enable' hyperlink available to restore the diagnosis code to being 'Active'.

   d. If the diagnosis code is part of a Quick Order, a message will be generated warning the user that the diagnosis code is no longer valid if the Quick Order is ordered.
3. Select the 'Reset' button to remove the entries you have made.
4. Select the 'Submit' button to save your changes.

C. To delete a diagnosis code, select the 'Delete' hyperlink to the right of the diagnosis code to be deleted. The diagnosis code will then be deleted and will no longer exist in the database.

D. To disable a diagnosis code, select the 'Disable' hyperlink to the right of the diagnosis code to be disabled.
   1. The diagnosis code will no longer be found in a User Mode search to add a diagnosis code.
   2. The diagnosis code will be found in an Admin Mode search to edit a diagnosis code.
   3. The diagnosis code will be marked as '*Inactive*', and will have an 'Enable' hyperlink available to restore the diagnosis code to being 'Active'.

   4. If the diagnosis code is part of a quick order a message will be generated warning the user that the diagnosis code is no longer valid if the Quick Order is ordered.

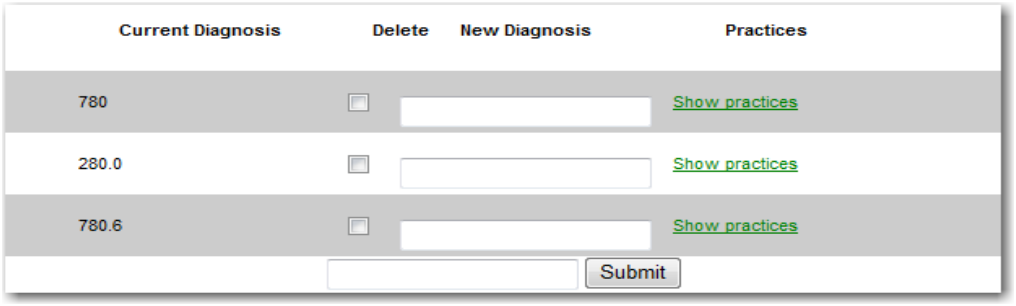
III. COMMON DIAGNOSIS VALIDATION

About the Common Diagnosis Validation Function

- The Common Diagnosis Validation function is used to generate a list of users who have a deleted or disabled diagnosis code on their Common Diagnosis screen. The diagnosis code can then be deleted or replaced.
- A report is generated summarizing the changes that were made.

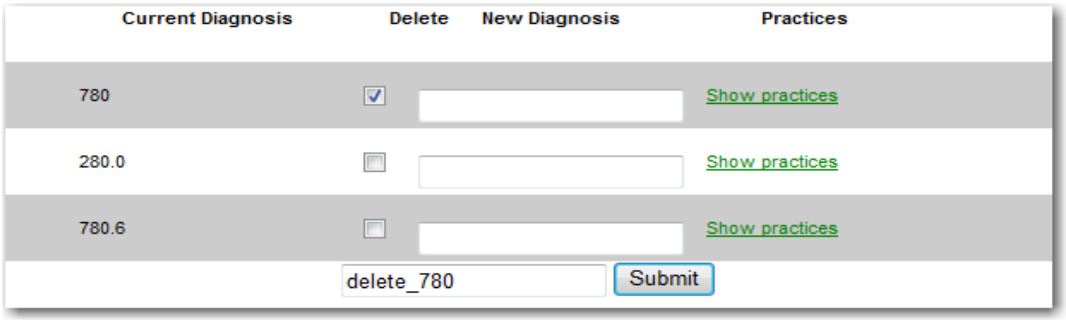
Actions Available In the Common Diagnosis Validation Function

A. A list will display showing all deleted or disabled diagnosis codes that are on any users Common Diagnosis screen.

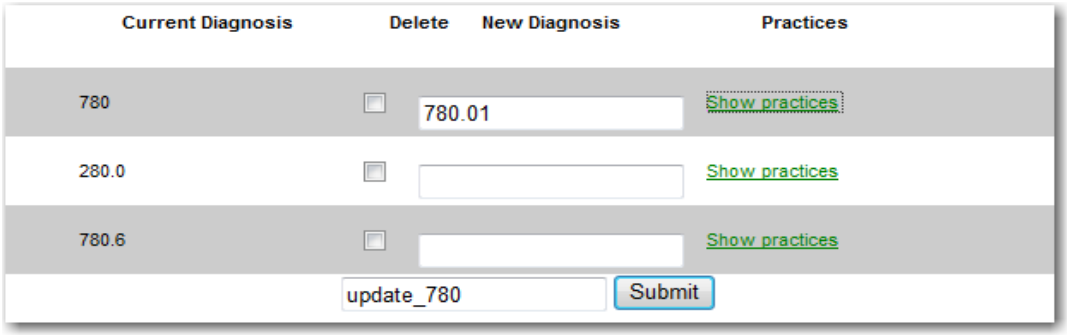


B. To display which users have the diagnosis code on their Common Diagnosis screen select the 'Show Practices' hyperlink. The list of users will be displayed.

C. To delete the diagnosis code from the user's Common Diagnosis screen, check the 'Delete' checkbox.

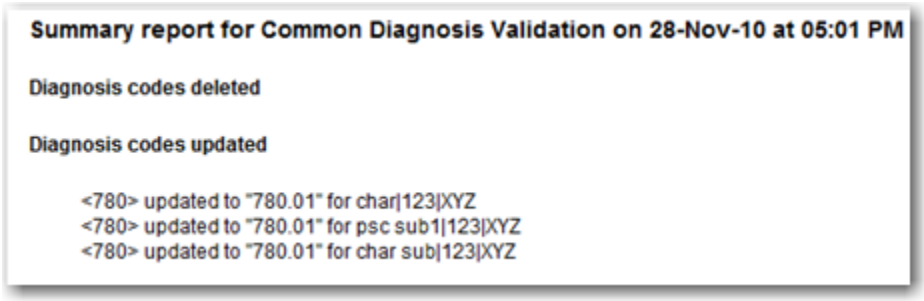


D. To replace the diagnosis code on the user's Common Diagnosis screen, enter the new diagnosis code in the free text box.



E. Select the 'Submit' button to save your entries.

F. If you have deleted or replaced a diagnosis code a report will display summarizing the changes that were made.


Summary report for Common Diagnosis Validation on 28-Nov-10 at 05:01 PM
Diagnosis codes deleted
Diagnosis codes updated
<780> updated to "780.01" for char|123|XYZ
<780> updated to "780.01" for psc sub1|123|XYZ
<780> updated to "780.01" for char sub|123|XYZ

Chapter 9 | MESSAGES

About User Messages

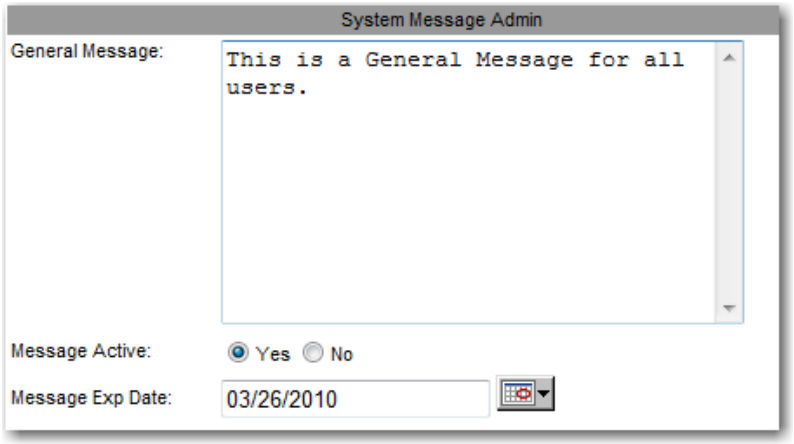
- User Messages are an optional feature of Lifepoint. Contact your Account Manager to have this functionality enabled for your site.
- User messages are text messages that display to the user at login.
- There are two types of User Messages:
  - User Notifications: These messages are created in Admin Mode using the Edit User/User Messages function and will only be displayed to the user they are built under and, if desired, the sub-users of that user. They were discussed previously in the Edit User section of this manual.
  - System Wide Notifications: These messages are created in Admin Mode using the 'Add/Edit SYS Messages' function in the Navigation bar and will be displayed to all users. They will be discussed in this section.

I. ADD/EDIT SYS MESSAGES

Types of System Wide Notifications That Can Be Created

A. General Messages
B. Alert Messages
C. Emergency Alert Messages

A. General Messages

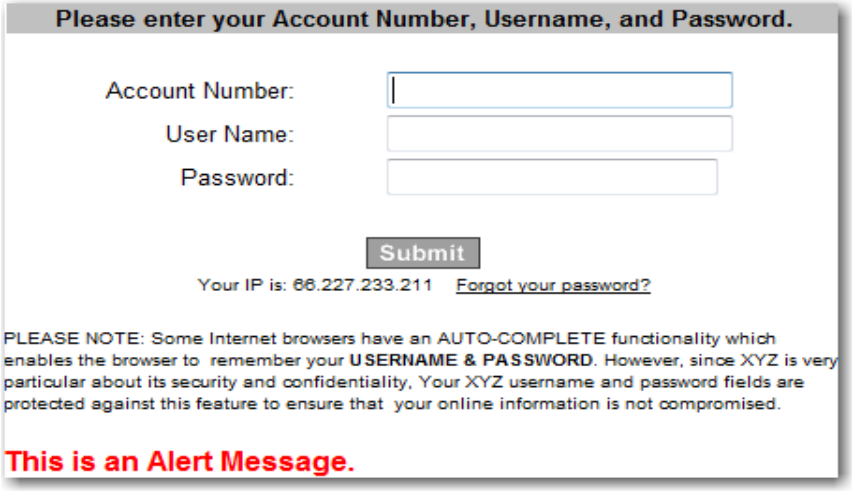


1. Enter the message that is to be displayed in the 'General Message' free text area provided.
2. Select the Message Active 'Yes' radio button to enable the message to be displayed.
3. To have the message automatically stop displaying on a certain date, enter the date in the 'Message Exp Date' box provided.
4. Select the 'Save' button at the bottom of the screen to save your entries.
5. General Messages will be displayed in black on the Login page to all users.

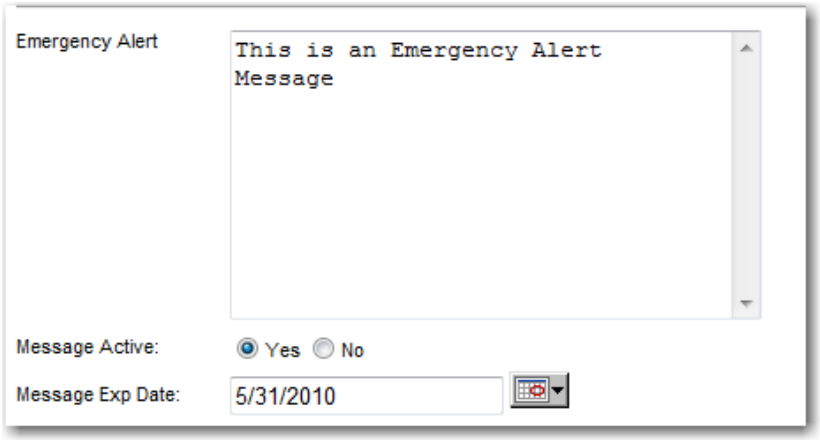
Please enter your Account Number, Username, and Password.
Account Number:
User Name:
Password:
Submit
Your IP is: 66.227.233.211 Forgot your password?
PLEASE NOTE: Some Internet browsers have an AUTO-COMPLETE functionality which enables the browser to remember your USERNAME & PASSWORD. However, since XYZ is very particular about its security and confidentiality, Your XYZ username and password fields are protected against this feature to ensure that your online information is not compromised.
This is a General Message.

B. Alert Messages

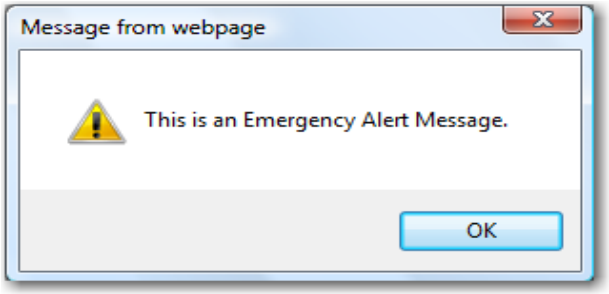
1. Enter the message that is to be displayed in the 'Alert Message' free text area provided.
2. Select the Message Active 'Yes' radio button to enable the message to be displayed.
3. To have the message automatically stop displaying on a certain date, enter the date in the 'Message Exp Date' box provided.
4. Select the 'Save' button at the bottom of the screen to save your entries.
5. Alert Messages will be displayed in red on the Login page to all users.


Please enter your Account Number, Username, and Password.
Account Number:
User Name:
Password:
Submit
Your IP is: 66.227.233.211 Forgot your password?
PLEASE NOTE: Some Internet browsers have an AUTO-COMPLETE functionality which enables the browser to remember your USERNAME & PASSWORD. However, since XYZ is very particular about its security and confidentiality, Your XYZ username and password fields are protected against this feature to ensure that your online information is not compromised.
This is an Alert Message.

C. Emergency Alert Messages



1. Enter the message that is to be displayed in the 'Emergency Alert' free text area provided.
2. Select the Message Active 'Yes' radio button to enable the message to be displayed.
3. To have the message automatically stop displaying on a certain date, enter the date in the 'Message Exp Date' box provided.
4. Select the 'Save' button at the bottom of the screen to save your entries.
5. Emergency Alert Messages will be displayed as a pop-up window to all users when they first access the site.



Chapter 10 | AUDIT REPORTS

About The Audit Reports

- The Audit Reports are a new functionality available in the Admin Mode Navigation Bar designed to replace the Management Reports.
- The Audit Reports allow the admin user to track what has happened to a Patient, an Accession, a Test Ordered, an Interface or track the actions of a User.
- The Audit Reports track the user that performed the action, and if that user was assumed by a different user, the identity of the original user that logged on.

Patient	PID	Date / Time	Type	Field	From	To	User (LoggedInAs)
Lifepoint, Patient	933	05/20/12 11:28:51 PM	Viewed				ADMIN|123|XYZ (char|123|XYZ)

In the example above the user that performed the action is 'ADMIN|123|XYZ' but the user who originally logged in and assumed the identity of that user was 'char|123|XYZ'.

I. REPORTS

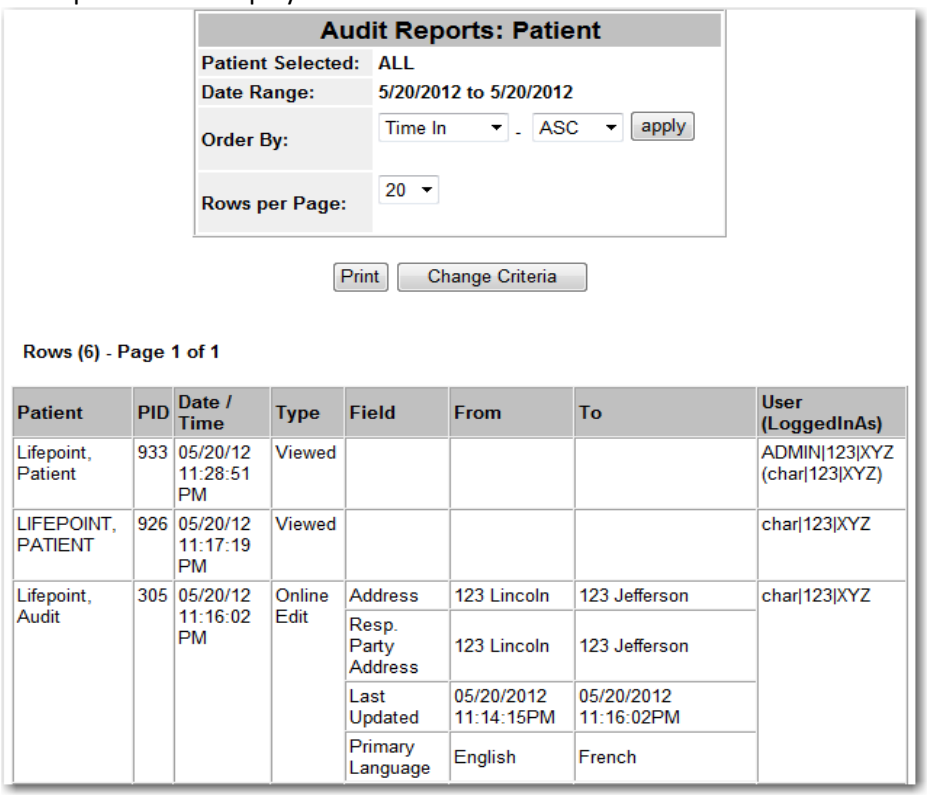
Actions Available In the Reports Function

A. Patient
B. Accession
C. Test Ordered
D. Interface
E. User

A. Patient Audit Report

1. Select the ‘Patient’ radio button.
2. Select the 'All' checkbox to view a report for all patients, or the ‘Search’ hyperlink to select a particular patient. If you select to search for a patient you will be directed to the Patient Search screen where you can enter your search criteria and select a patient.
3. Enter the Date Filter criteria.
4. Select the ‘Get Report’ button.

5. The report will be displayed on the screen.



Audit Reports: Patient

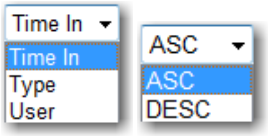
Patient Selected:	ALL
Date Range:	5/20/2012 to 5/20/2012
Order By:	Time In - ASC apply
Rows per Page:	20

Print | Change Criteria

Rows (6) - Page 1 of 1

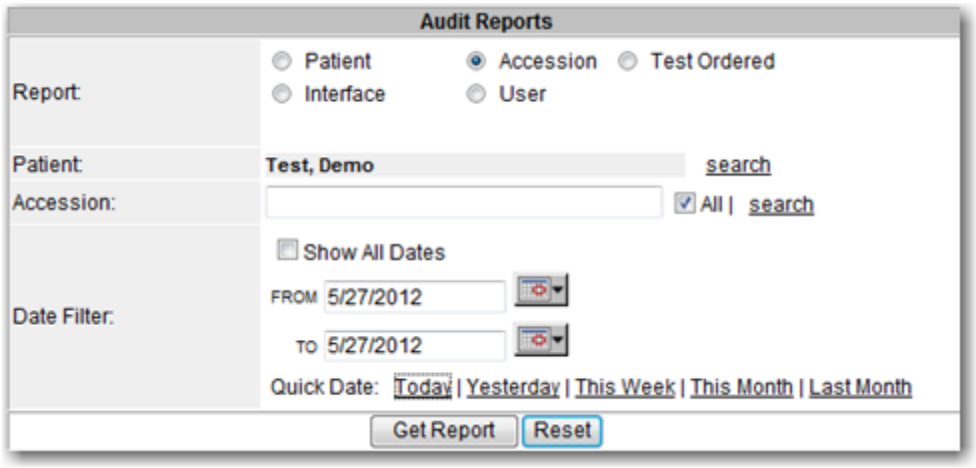
Patient	PID	Date / Time	Type	Field	From	To	User (LoggedInAs)
Lifepoint, Patient	933	05/20/12 11:28:51 PM	Viewed				ADMIN|123|XYZ (char|123|XYZ)
LIFEPOINT, PATIENT	926	05/20/12 11:17:19 PM	Viewed				char|123|XYZ
Lifepoint, Audit	305	05/20/12 11:16:02 PM	Online Edit	Address	123 Lincoln	123 Jefferson	char|123|XYZ
				Resp. Party Address	123 Lincoln	123 Jefferson	
				Last Updated	05/20/2012 11:14:15PM	05/20/2012 11:16:02PM	
				Primary Language	English	French	

a. A summary of your selection criteria appears at the top of the page.
   1) Select the display order of the reports from the dropdown boxes provided.



   2) Select the 'Apply' button to sort the report in the designated order.
b. To print the report select the 'Print' button.
c. To return to the main Audit Reports page select the 'Change Criteria' button.
d. The Patient Audit report displays on the remainder of the page.

B. Accession Audit Report



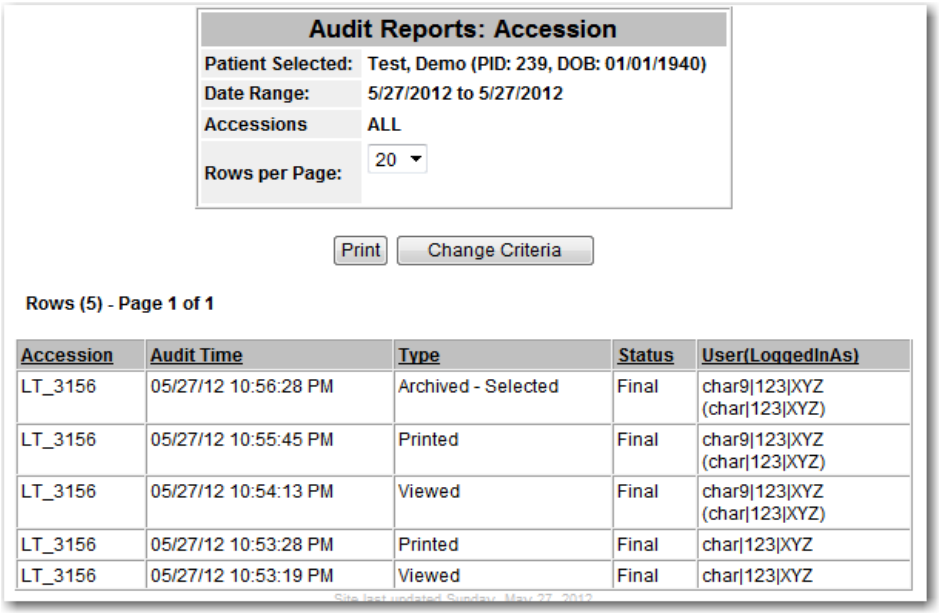
Audit Reports

Report:	Patient, Accession, Test Ordered, Interface, User
Patient:	Test, Demo search
Accession:	All | search
Date Filter:	Show All Dates; FROM 5/27/2012; TO 5/27/2012; Quick Date: Today | Yesterday | This Week | This Month | Last Month

Get Report | Reset

1. Select the 'Accession' radio button.

2. There are two options for selecting an Accession:
   a. By Patient: Select the 'Search' hyperlink to search for and select a patient. You will be directed to the Patient Search screen where you can enter your search criteria and select a patient. After selecting the patient you will have the option to view 'All' Accessions for the patient, or to search for and select a specific Accession(s) for the patient.
   b. By Accession: Enter an Accession to view by entering the Accession # in the free text box provided.
3. Enter the Date Filter criteria.
4. Select the 'Get Report' button.
5. The report will be displayed on the screen.



Audit Reports: Accession

Patient Selected:	Test, Demo (PID: 239, DOB: 01/01/1940)
Date Range:	5/27/2012 to 5/27/2012
Accessions	ALL
Rows per Page:	20

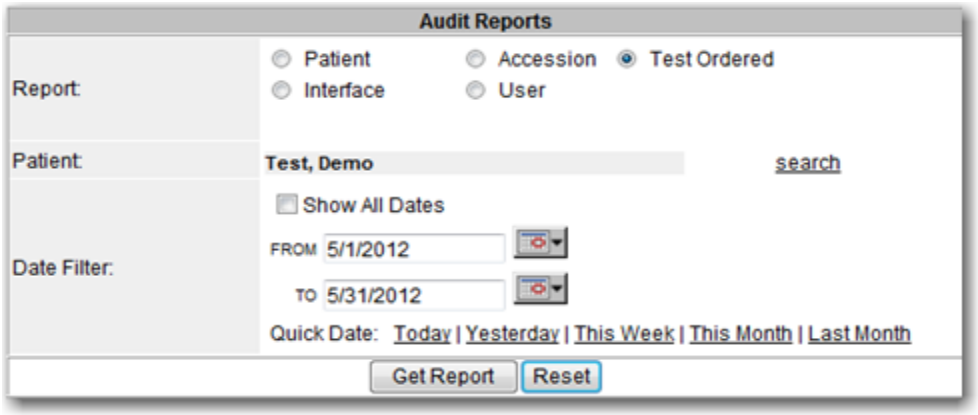
Print | Change Criteria

Rows (5) - Page 1 of 1

Accession	Audit Time	Type	Status	User(LoggedInAs)
LT_3156	05/27/12 10:56:28 PM	Archived - Selected	Final	char9|123|XYZ (char|123|XYZ)
LT_3156	05/27/12 10:55:45 PM	Printed	Final	char9|123|XYZ (char|123|XYZ)
LT_3156	05/27/12 10:54:13 PM	Viewed	Final	char9|123|XYZ (char|123|XYZ)
LT_3156	05/27/12 10:53:28 PM	Printed	Final	char|123|XYZ
LT_3156	05/27/12 10:53:19 PM	Viewed	Final	char|123|XYZ

   a. A summary of your selections will appear at the top of the page.
   b. Select the 'Print' button to print your report.
   c. Select the 'Change Criteria' button to return to the main Audit Reports page.
   d. The Accession Audit report displays on the remainder of the page.

C. Test Ordered Audit Report



Audit Reports

Report: ○ Patient ○ Accession ◉ Test Ordered ○ Interface ○ User

Patient: Test, Demo search

Date Filter: ☐ Show All Dates

FROM 5/1/2012

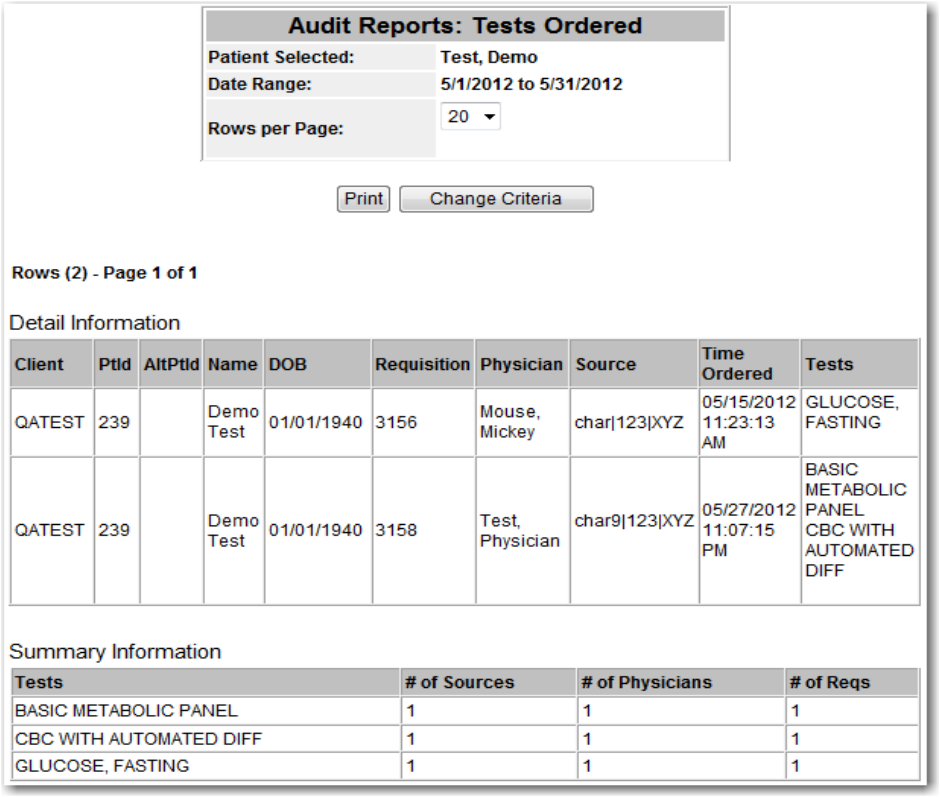
TO 5/31/2012

Quick Date: Today | Yesterday | This Week | This Month | Last Month

Get Report | Reset

1. Select the 'Test Ordered' radio button.
2. Select the 'Search' hyperlink to select a patient. You will be directed to the Patient Search screen where you can enter your search criteria and select a patient.

3. Enter the Date Filter criteria.
4. Select the 'Get Report' button.
5. The report will be displayed on the screen.



Audit Reports: Tests Ordered

Patient Selected:	Test, Demo
Date Range:	5/1/2012 to 5/31/2012
Rows per Page:	20

Print | Change Criteria

Rows (2) - Page 1 of 1

Detail Information

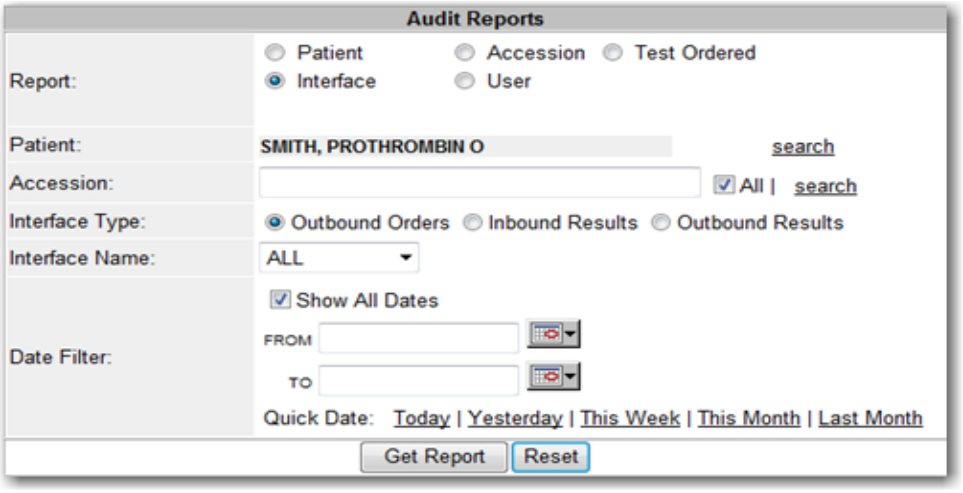
Client	PtId	AltPtId	Name	DOB	Requisition	Physician	Source	Time Ordered	Tests
QATEST	239		Demo Test	01/01/1940	3156	Mouse, Mickey	char|123|XYZ	05/15/2012 11:23:13 AM	GLUCOSE, FASTING
QATEST	239		Demo Test	01/01/1940	3158	Test, Physician	char9|123|XYZ	05/27/2012 11:07:15 PM	BASIC METABOLIC PANEL CBC WITH AUTOMATED DIFF

Summary Information

Tests	# of Sources	# of Physicians	# of Reqs
BASIC METABOLIC PANEL	1	1	1
CBC WITH AUTOMATED DIFF	1	1	1
GLUCOSE, FASTING	1	1	1

   a. A summary of your selections will appear at the top of the page.
   b. Select the 'Print' button to print the report.
   c. Select the 'Change Criteria' button to return to the main Audit Reports page.
   d. The Tests Ordered Audit report displays on the remainder of the page. For this audit the source is being pulled from the requisition and therefore will not capture if the user had been assumed by another user. For this information you will need to run the User Audit Report.

D. Interface Audit Report



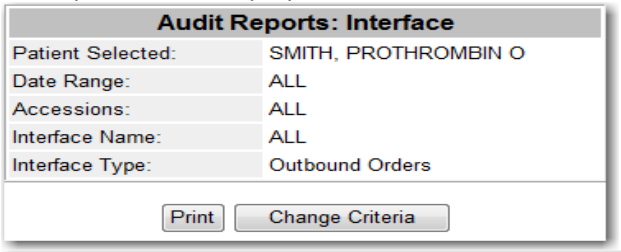
Audit Reports

Report:	○ Patient ○ Accession ○ Test Ordered ◉ Interface ○ User
Patient:	SMITH, PROTHROMBIN O search
Accession:	☑ All | search
Interface Type:	◉ Outbound Orders ○ Inbound Results ○ Outbound Results
Interface Name:	ALL
Date Filter:	☑ Show All Dates FROM TO Quick Date: Today | Yesterday | This Week | This Month | Last Month

Get Report | Reset

1. Select the 'Interface' radio button.

2. There are two options for selecting an Accession :
   a. By Patient: Select the 'Search' hyperlink to search for and select a patient. You will be directed to the Patient Search screen where you can enter your search criteria and select a patient. After selecting the patient you will have the option to view 'All' Accessions for that patient, or to search for and select a specific Accession(s) for that patient.
   b. By Accession:
      1) Enter an Accession to view by entering the Accession # in the free text box provided.
      2) Select the 'All' checkbox to view all accessions for the date range selected.
3. Select the desired 'Interface Type' radio button.
4. Select the 'Interface Name' from the dropdown box provided.
5. Enter the Date Filter criteria.
6. Select the 'Get Report' button.
7. The report will be displayed on the screen.



Audit Reports: Interface

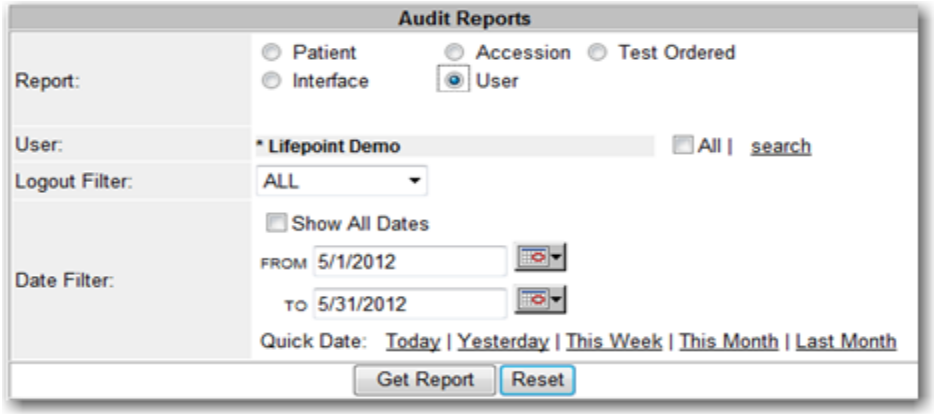
Patient Selected:	SMITH, PROTHROMBIN O
Date Range:	ALL
Accessions:	ALL
Interface Name:	ALL
Interface Type:	Outbound Orders

Print | Change Criteria

Client	PtId	AltPtId	Name	DOB	Accession	Physician Code	Time In	Time Out	Type	Status
TEST	135013999		SMITH, PROTHROMBIN O	03/19/1918	040625-0004	Test Standing Order Facility				
									Tests:	HEMOGLOBIN AND HEMATOCRIT
TEST	135013999		SMITH, PROTHROMBIN O	03/19/1918	040625-0004	Test, Physician1				
									Tests:	TRIGLYCERIDES
TEST	135013999		SMITH, PROTHROMBIN O	03/19/1918	A0112222	Test Standing Order Facility				
									Tests:	HEMOGLOBIN AND HEMATOCRIT

   a. A summary of your selections will appear at the top of the page.
   b. Select the 'Print' button to print the report.
   c. Select the 'Change Criteria' button to return to the main Audit Reports page.
   d. The Interface Audit report displays on the remainder of the page

E. User Audit Report



Audit Reports

Report: Patient | Accession | Test Ordered | Interface | User

User: * Lifepoint Demo | All | search

Logout Filter: ALL

Date Filter: Show All Dates

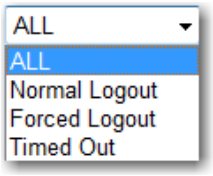
FROM 5/1/2012

TO 5/31/2012

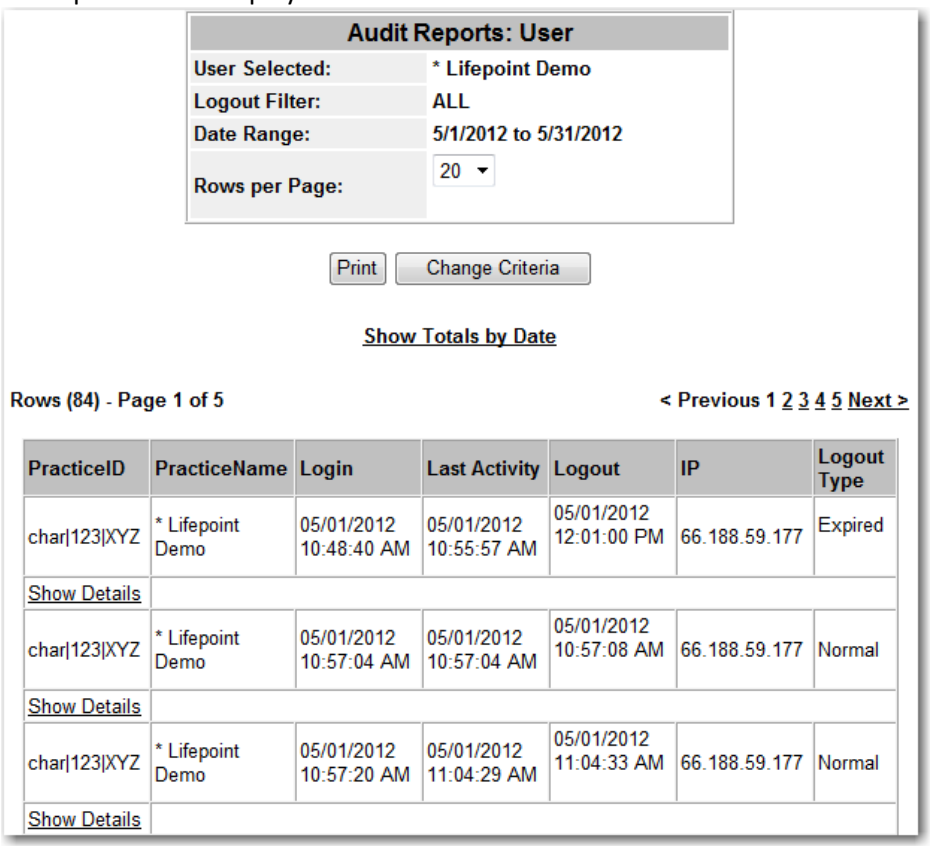
Quick Date: Today | Yesterday | This Week | This Month | Last Month

Get Report | Reset

1. Select the 'User' radio button.
2. Select the 'All' checkbox to view all users, or do a search for a user by selecting the 'Search' hyperlink.
3. Select the Logout Filter from the dropdown box provided.

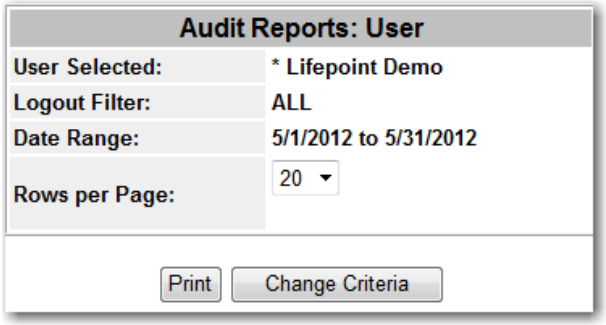


4. Enter the Date Filter criteria.
5. Select the 'Get Report' button.
6. The report will be displayed on the screen.

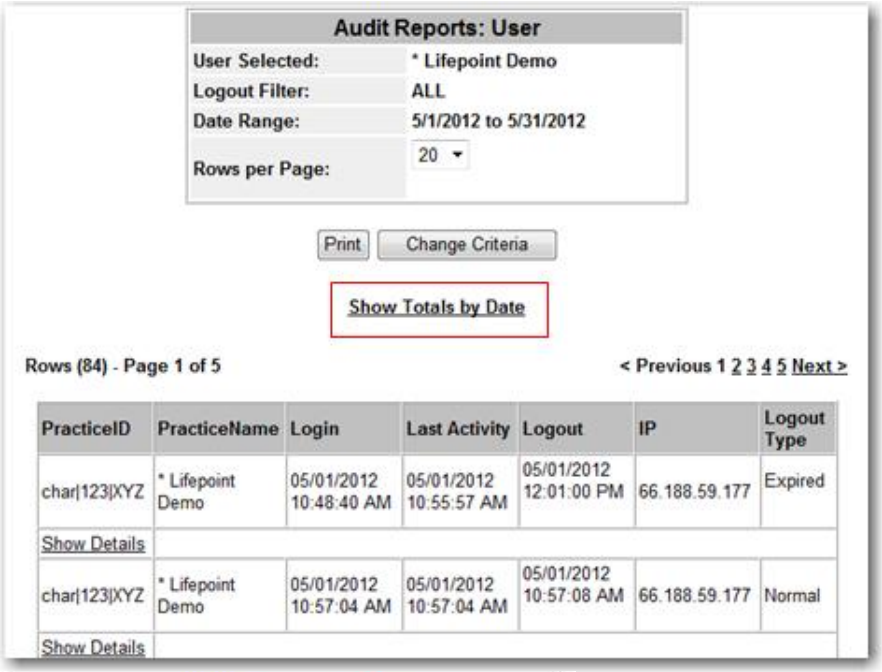


PracticeID	PracticeName	Login	Last Activity	Logout	IP	Logout Type
char|123|XYZ	* Lifepoint Demo	05/01/2012 10:48:40 AM	05/01/2012 10:55:57 AM	05/01/2012 12:01:00 PM	66.188.59.177	Expired
Show Details						
char|123|XYZ	* Lifepoint Demo	05/01/2012 10:57:04 AM	05/01/2012 10:57:04 AM	05/01/2012 10:57:08 AM	66.188.59.177	Normal
Show Details						
char|123|XYZ	* Lifepoint Demo	05/01/2012 10:57:20 AM	05/01/2012 11:04:29 AM	05/01/2012 11:04:33 AM	66.188.59.177	Normal
Show Details						

a. A summary of your selections will appear at the top of the page.
b. Select the 'Print' button to print the report.
c. Select the 'Change Criteria' button to return to the main Audit Reports page.



d. A summary of the users that have logged on per day is available by selecting the 'Show Totals by Date' hyperlink:



Audit Reports: User

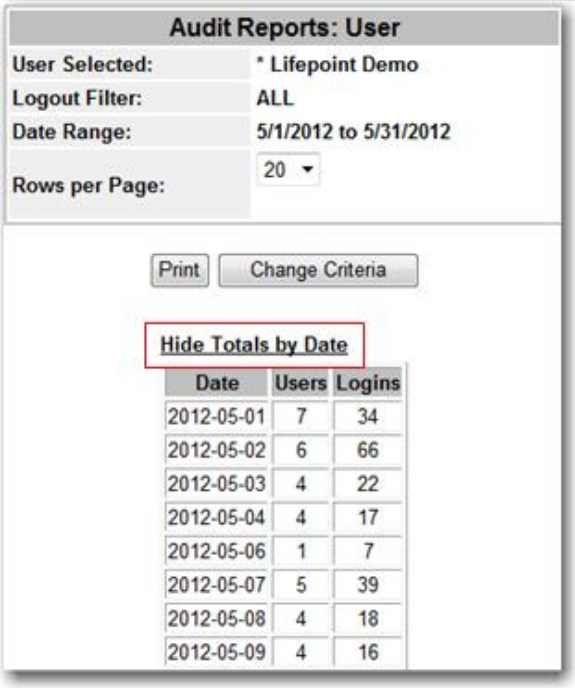
User Selected:	* Lifepoint Demo
Logout Filter:	ALL
Date Range:	5/1/2012 to 5/31/2012
Rows per Page:	20

Print | Change Criteria

Show Totals by Date

Rows (84) - Page 1 of 5 < Previous 1 2 3 4 5 Next >

PracticeID	PracticeName	Login	Last Activity	Logout	IP	Logout Type
char(123)XYZ	* Lifepoint Demo	05/01/2012 10:48:40 AM	05/01/2012 10:55:57 AM	05/01/2012 12:01:00 PM	66.188.59.177	Expired
Show Details						
char(123)XYZ	* Lifepoint Demo	05/01/2012 10:57:04 AM	05/01/2012 10:57:04 AM	05/01/2012 10:57:08 AM	66.188.59.177	Normal
Show Details						



Audit Reports: User

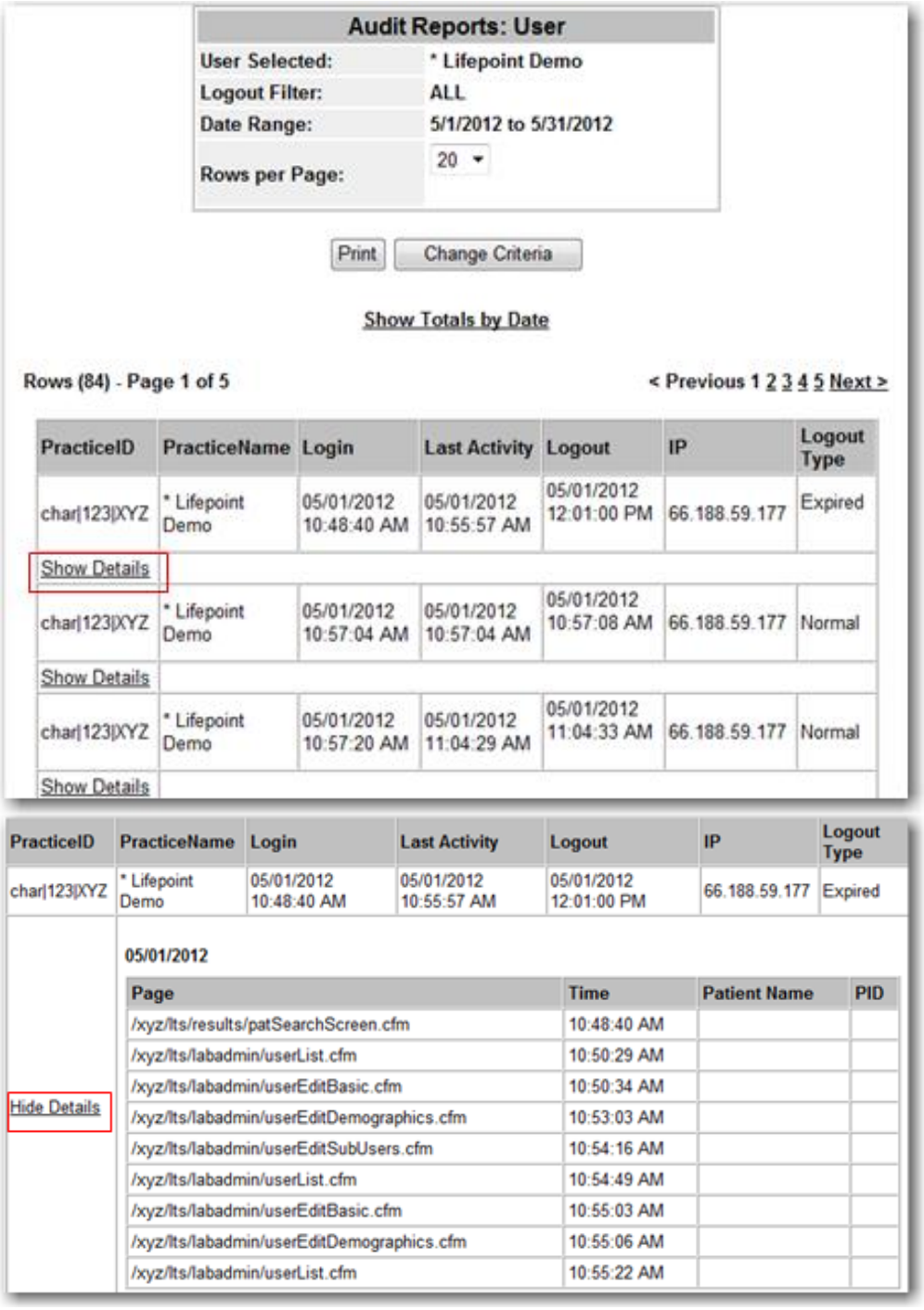
User Selected:	* Lifepoint Demo
Logout Filter:	ALL
Date Range:	5/1/2012 to 5/31/2012
Rows per Page:	20

Print | Change Criteria

Hide Totals by Date

Date	Users	Logins
2012-05-01	7	34
2012-05-02	6	66
2012-05-03	4	22
2012-05-04	4	17
2012-05-06	1	7
2012-05-07	5	39
2012-05-08	4	18
2012-05-09	4	16

e. The details of the actions performed for each login is available by selecting the 'Show Details' link that is available under each login:



Audit Reports: User

User Selected:	* Lifepoint Demo
Logout Filter:	ALL
Date Range:	5/1/2012 to 5/31/2012
Rows per Page:	20

Print | Change Criteria

Show Totals by Date

Rows (84) - Page 1 of 5 < Previous 1 2 3 4 5 Next >

PracticeID	PracticeName	Login	Last Activity	Logout	IP	Logout Type
char|123|XYZ	* Lifepoint Demo	05/01/2012 10:48:40 AM	05/01/2012 10:55:57 AM	05/01/2012 12:01:00 PM	66.188.59.177	Expired
Show Details						
char|123|XYZ	* Lifepoint Demo	05/01/2012 10:57:04 AM	05/01/2012 10:57:04 AM	05/01/2012 10:57:08 AM	66.188.59.177	Normal
Show Details						
char|123|XYZ	* Lifepoint Demo	05/01/2012 10:57:20 AM	05/01/2012 11:04:29 AM	05/01/2012 11:04:33 AM	66.188.59.177	Normal
Show Details						

PracticeID	PracticeName	Login	Last Activity	Logout	IP	Logout Type
char|123|XYZ	* Lifepoint Demo	05/01/2012 10:48:40 AM	05/01/2012 10:55:57 AM	05/01/2012 12:01:00 PM	66.188.59.177	Expired

Hide Details

05/01/2012

Page	Time	Patient Name	PID
/xyz/lts/results/patSearchScreen.cfm	10:48:40 AM		
/xyz/lts/labadmin/userList.cfm	10:50:29 AM		
/xyz/lts/labadmin/userEditBasic.cfm	10:50:34 AM		
/xyz/lts/labadmin/userEditDemographics.cfm	10:53:03 AM		
/xyz/lts/labadmin/userEditSubUsers.cfm	10:54:16 AM		
/xyz/lts/labadmin/userList.cfm	10:54:49 AM		
/xyz/lts/labadmin/userEditBasic.cfm	10:55:03 AM		
/xyz/lts/labadmin/userEditDemographics.cfm	10:55:06 AM		
/xyz/lts/labadmin/userList.cfm	10:55:22 AM		

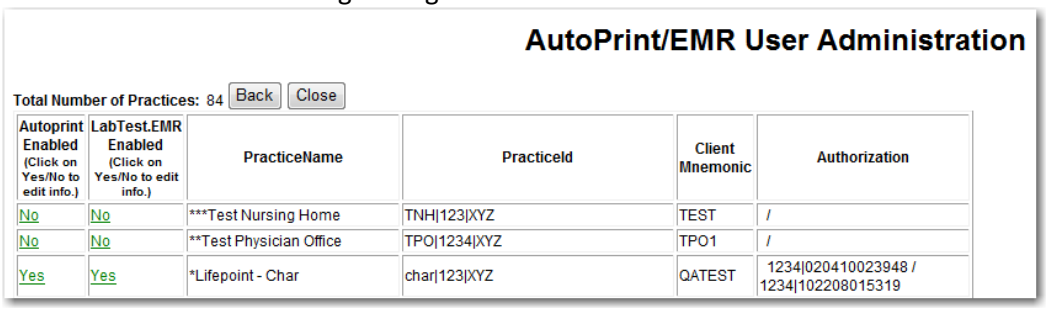
II. System Usage Report

The System Usage Report is a report used internally by Lifepoint.

Chapter 11 | DESKTOP USERS

About The Desktop Users

- The Desktop Users function allows the Admin User to set up and maintain the user that AutoPrint or EMR are running through.

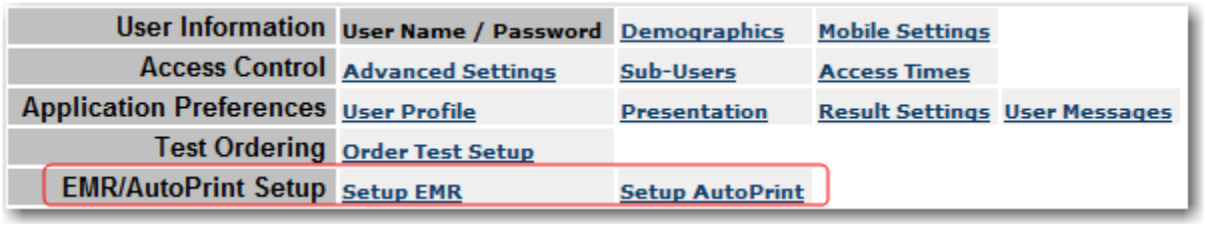


AutoPrint/EMR User Administration

Total Number of Practices: 84 [Back] [Close]

Autoprint Enabled (Click on Yes/No to edit info.)	LabTest.EMR Enabled (Click on Yes/No to edit info.)	PracticeName	PracticeId	Client Mnemonic	Authorization
No	No	***Test Nursing Home	TNH|123|XYZ	TEST	/
No	No	**Test Physician Office	TPO|1234|XYZ	TPO1	/
Yes	Yes	*Lifepoint - Char	char|123|XYZ	QATEST	1234|020410023948 / 1234|102208015319

- This functionality has been updated, and replaced by the functionality on the 'Setup AutoPrint' or 'Setup EMR' tabs that are available when editing a user. They were discussed earlier in this manual.



User Information	User Name / Password	Demographics	Mobile Settings	
Access Control	Advanced Settings	Sub-Users	Access Times	
Application Preferences	User Profile	Presentation	Result Settings	User Messages
Test Ordering	Order Test Setup			
EMR/AutoPrint Setup	Setup EMR	Setup AutoPrint		

- The Desktop Users functionality will be removed in the near future as it is no longer needed.

Chapter 12 | MANAGEMENT REPORTS

About Management Reports

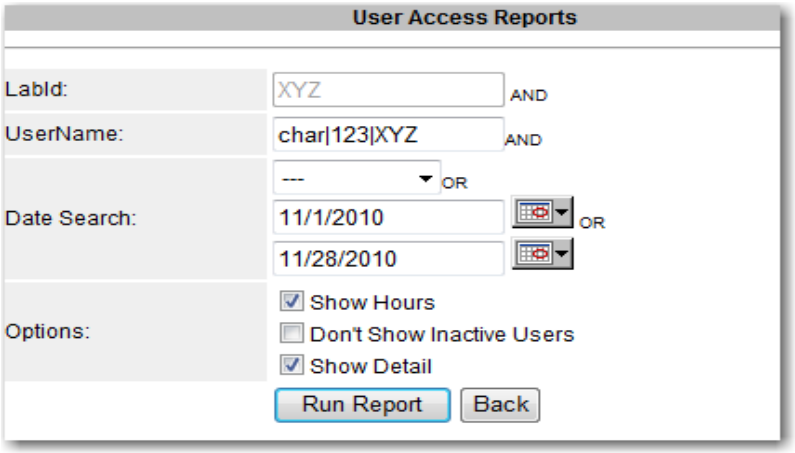
- The Management Reports functionality is being replaced by the enhanced Audit Reports functionality. Management Reports will be removed in the near future as they will no longer be needed.

Reports Available on the Management Reports page

A. User Access Report
B. Billing Report
C. Result Import Processing Report
D. Audit Trail Reports
E. Patient Audit Report

A. Create a User Access Report

1. Select the 'User Access Report' hyperlink. A new page will display.



2. Enter the information to be included on the report and select the 'Run Report' button.
   a. The UserName is the 3-part unique identifier for the user. If no UserName is entered the report will include all users for the Labid.
   b. If no date range is entered the report will only include the current date.
   c. Show Hours displays a summary of the hours the user has been logged into Lifepoint for the time range selected.
   d. Don't Show Inactive Users will filter the inactive users from displaying on the report.
   e. Show Detail displays details of each login and a summary at the bottom of the report.

User Access Report

Starting: 11-01-2010	Ending: 11-28-2010	Lab: XYZ	Report Date: 11/28/2010, 10:48:46 PM

*Lifepoint - Char (char|123|XYZ)	Login Date	Login Time
75.99.129.170	11/01/2010	9:11:21 AM
71.82.107.43	11/01/2010	10:36:00 AM
71.82.107.43	11/01/2010	5:25:36 PM
71.82.107.43	11/02/2010	8:57:02 AM
71.82.107.43	11/02/2010	9:20:50 AM
71.82.107.43	11/02/2010	1:15:22 PM

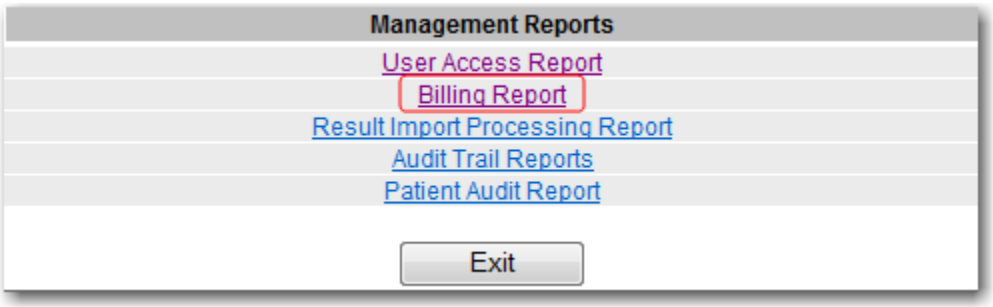
Totals By Date

Date	Users	Logins
11/01/2010	2	16
11/02/2010	3	37
11/03/2010	2	43
11/04/2010	3	19
11/05/2010	2	10
11/06/2010	3	5
11/07/2010	3	10
11/08/2010	3	19
11/09/2010	2	21
11/10/2010	2	21
11/11/2010	2	7
11/12/2010	1	13
11/13/2010	1	1
11/15/2010	2	11

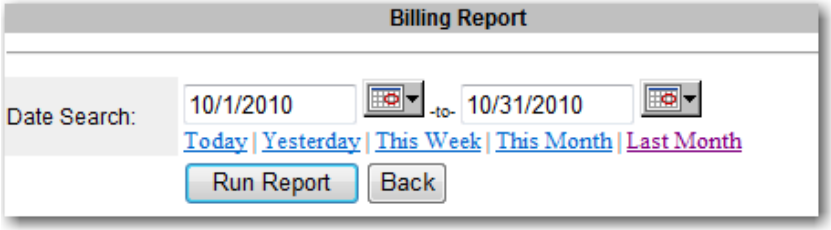
Totals for Report

Total Users	7
Total Logins	233
Avg Logins per User	33

B. Create a Billing Report



1. Select the 'Billing Report' hyperlink. A new page will display.



2. Enter the Date Search criteria using the free text boxes, the calendars, or the quick pick options available. Select the 'Run Report' button.
3. A report displaying all of the options Lifepoint uses for billing a client are displayed.

Billing Report

Starting: 10-01-2010	Ending: 10-31-2010	Lab: XYZ	Report Date: 11-28-2010, 11:05 PM

Client Accounts with Results	Accessions:
10013	1
60037	1
60137	1
HUMC	1
TEST	13

Totals For Report	
Lab:	XYZ
Client Accounts with Results:	5
Accessions:	17

UPIN	Name
H12345	jones, thomas
3355779911	Popovich, Milan
123	shazia, test
H54321	smith, will
1234	Test, Physician1
23456	Test, Physician2
98765	Test, Physician1
	Who, Doctor

Totals For Report	
Lab:	XYZ
Unique Ordering Physicians:	8

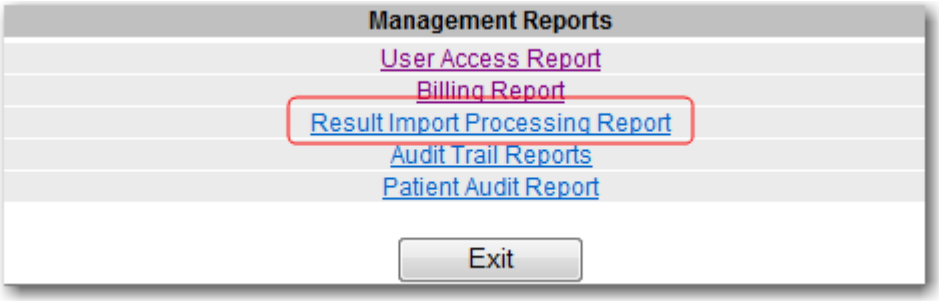
Ordering Client Accounts
123
123456
JUSTIN
LCTEST
PMLT
TEST
TEST1
TEST2
TEST3
TESTING
TNH4
TPO1
XYZ
TPO2
TPO3

Totals For Report	
Lab:	XYZ
Ordering Client Accounts:	15

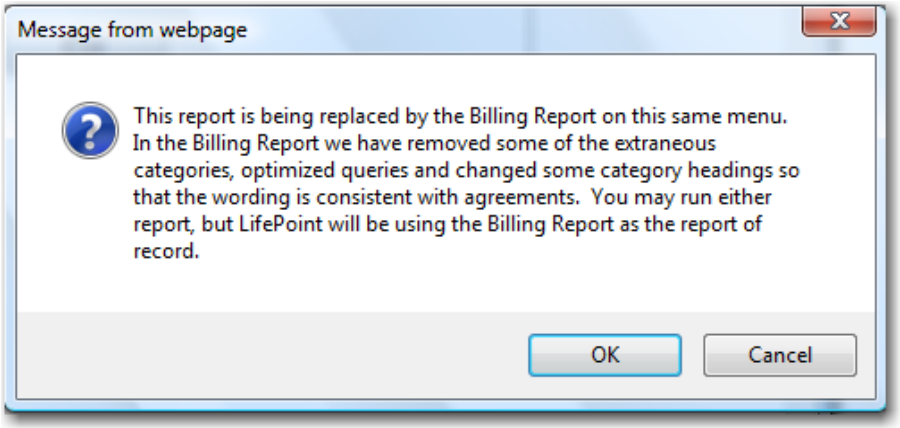
User Name	Locations	Physicians
12345678 12345678|123|XYZ	TEST	
1316457 1316457|123|XYZ	TEST	
Master Login 15101520|123|XYZ	TEST	
26PatientID=3720526 26PatientID=3720526|123|XYZ	TEST	
411228526PatientID=360707 411228526PatientID=360707|123|XYZ	TEST	
411228526PatientID=360798 411228526PatientID=360798|123|XYZ	TEST	
411228526PatientID=361660 411228526PatientID=361660|123|XYZ	TEST	
418238326PatientID=353566 418238326PatientID=353566|123|XYZ	TEST	
418238326PatientID=353577 418238326PatientID=353577|123|XYZ	TEST	
622213926PatientID=3720526 622213926PatientID=3720526|123|XYZ	TEST	
-Test User aaa|123|XYZ	TEST	
ABEDKER ABEDKER|123|XYZ	TEST	
AJIANG AJIANG|123|XYZ	TEST	
AKENNEDY AKENNEDY|123|XYZ	TEST	
-Labtest Systems - Autoprint autoprint|123|XYZ	TEST	
BMAX BMAX|123|XYZ	TEST	
*Lifepoint - Char Sub char sub|123|XYZ	TEST, QATEST, TESTING	
*Lifepoint - Char char|123|XYZ	TEST, QATEST, TEST1, TEST2	
cmacintosh1|123|XYZ cmacintosh1|123|XYZ	XYZ	
Labtest - Cameron cmacintosh|123|XYZ	XYZ	
Labtest - Dave Dave|123|XYZ	TEST, QATEST, XYZ	
AKENNEDY DRGREENE|123|XYZ	TEST	
LifePoint eprescribe|123|XYZ	TEST	

Totals For Report	
Lab:	XYZ
Users:	64
Ordering Physicians:	1

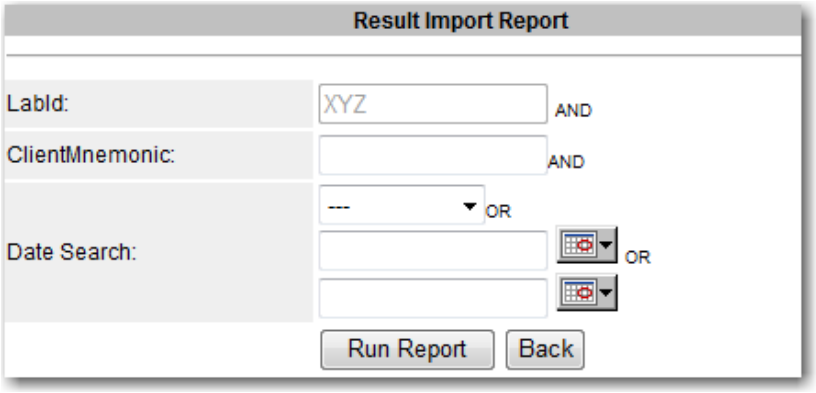
C. Create a Result Import Processing Report



1. Select the 'Result Import Processing Report' hyperlink. A message will be displayed.


Message from webpage
This report is being replaced by the Billing Report on this same menu. In the Billing Report we have removed some of the extraneous categories, optimized queries and changed some category headings so that the wording is consistent with agreements. You may run either report, but LifePoint will be using the Billing Report as the report of record.
OK
Cancel

2. Select OK to continue. A new page will be displayed.



3. Enter criteria to be included on the report and select the 'Run Report' button.
   a. If no Client Mnemonic is entered the report will include all Client Mnemonics for the Labid.
   b. If no date range is entered the report will only include the current date.
4. The report displays the results that were loaded and the ordering physician for each. A total of the resulted accessions are displayed at the top of the report. A total of the Ordering Physicians and Client Mnemonics are displayed at the bottom of the report.

Result Import Report

Starting: 05-05-2005	Ending: 12-08-2008	Lab: XYZ	Report Date: 12-08-2008, 07:23 PM

Client Name	Accessions:
00000	1
TEST	63

Totals For Report	
Lab:	XYZ
Client Mnemonics:	2
Accessions:	64

User Name	Last Login	
*Labtest Systems - Autoprint autoprint|123|XYZ	2008-11-17 13:26:10	No Ordering Physicians
charsub2|123|XYZ charsub2|123|XYZ	2008-11-21 11:27:32	**Ordering Physicians**
		1234 Test, Physician1
		23456 Test, Physician2
cmacintosh1|123|XYZ cmacintosh1|123|XYZ	2008-09-24 14:15:20	No Ordering Physicians
Lablinc Test lablinc|123|XYZ	2008-01-31 15:36:55	No Ordering Physicians
Labtest - Cameron cmacintosh|123|XYZ	2008-10-22 13:50:29	**Ordering Physicians**
		Who, Doctor
Labtest - Char char|123|XYZ	2008-12-08 19:07:09	**Ordering Physicians**
		1234 Test, Physician1
		23456 Test, Physician2
Labtest - Dave Dave|123|XYZ	2008-12-02 14:32:18	No Ordering Physicians
Labtest - Greg greg|123|XYZ	2008-01-24 11:19:55	No Ordering Physicians
Labtest - Jack jack|123|XYZ	2008-07-09 10:56:57	No Ordering Physicians
Labtest - Shazia shazia|123|XYZ	2008-04-04 15:51:51	No Ordering Physicians
Lora123 Lora|123|XYZ	2008-12-03 12:01:55	No Ordering Physicians
Master Login 15101520|123|XYZ	2008-12-08 09:51:32	No Ordering Physicians
preston|123|XYZ preston|123|XYZ		**Ordering Physicians**
		1234 Test, Physician1
		23456 Test, Physician2
psc sub1|123|XYZ psc sub1|123|XYZ	2008-06-09 13:22:18	**Ordering Physicians**
		1234 Test, Physician1
		23456 Test, Physician2

Totals For Report	
Lab:	XYZ
Users:	19
Ordering Physicians:	9

UPIN	Name
1234	Test, Physician1
23456	Test, Physician2
	Who, Doctor

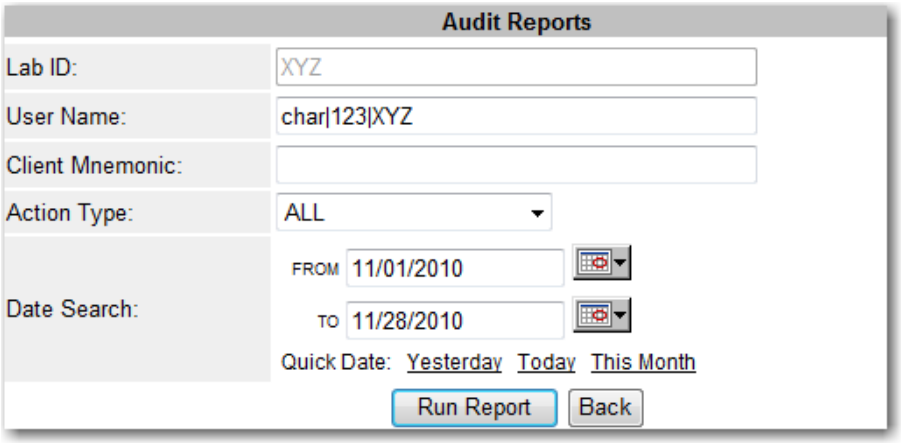
Totals For Report	
Lab:	XYZ
Distinct Ordering Physicians:	3

CLMNE
123
TEST
XYZ

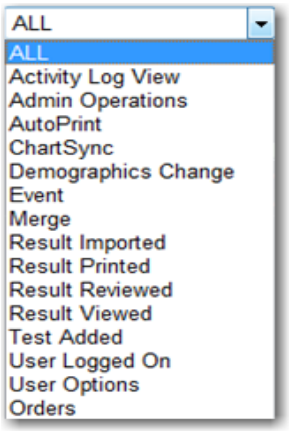
Totals For Report	
Lab:	XYZ
Distinct Ordering Client Mnemonics:	3

D. Create an Audit Trail Report

1. Select the 'Audit Trail Reports' hyperlink. A new page will display.



2. Enter criteria to be included on the report.
3. Choose the Action Type desired from the dropdown box. There are many report types to select from.



4. Enter date range.
5. Select the 'Run Report' button.
6. Types of reports available:
   a. All

Audit Log Report

Starting: 06-01-2009	Ending: 06-12-2009	Lab: XYZ	Report Date: 06-12-2009, 10:02 PM

Date	Time	Action Type	Accession	Description	Username
06-02-2009	07:56:14 AM	LOGON	NONE	2009-06-02 07:56:14 AM	char|123|XYZ
06-02-2009	07:57:36 AM	LOGON	NONE	2009-06-02 07:57:36 AM	char|123|XYZ
06-02-2009	03:30:51 PM	LOGON	NONE	2009-06-02 03:30:51 PM	char|123|XYZ
06-02-2009	03:38:14 PM	ADMIN	NONE	char|123|XYZ Order Options Changed	char|123|XYZ
06-02-2009	03:39:01 PM	ADMIN	NONE	char|123|XYZ Order Options Changed	char|123|XYZ

   b. Activity Log View

Audit Log Report

Starting: 06-12-2008	Ending: 06-12-2009	Lab: XYZ	Report Date: 06-12-2009, 09:08 PM

Date	Time	Action Type	Accession	Description	Username
06-16-2008	09:28:55 AM	ACT LOG VIEW	NONE	Abnormals Report	char|123|XYZ
06-16-2008	09:29:18 AM	ACT LOG VIEW	NONE	Add-on Tests Report	char|123|XYZ
06-16-2008	09:29:44 AM	ACT LOG VIEW	NONE	Pending Orders Report and dtNew between '2008-06-01' and '2008-06-16'	char|123|XYZ
07-11-2008	02:27:18 PM	ACT LOG VIEW	NONE	Manifest List Report	char|123|XYZ

   c. Admin Operations

Audit Log Report

Starting: 06-12-2008	Ending: 06-12-2009	Lab: XYZ	Report Date: 06-12-2009, 09:10 PM

Date	Time	Action Type	Accession	Description	Username
06-13-2008	11:50:03 PM	ADMIN	NONE	Audit Report Run	char|123|XYZ
06-16-2008	09:28:17 AM	ADMIN	NONE	Audit Report Run	char|123|XYZ
06-16-2008	09:30:46 AM	ADMIN	NONE	audit|123|XYZ user added	char|123|XYZ
06-16-2008	09:31:09 AM	ADMIN	NONE	common tests updated	char|123|XYZ
06-16-2008	09:31:09 AM	ADMIN	NONE	common ins updated	char|123|XYZ
06-16-2008	09:32:10 AM	ADMIN	NONE	Audit Report Run	char|123|XYZ

   d. AutoPrint

e. ChartSync

f. Demographics Change

Audit Log Report

Starting: 06-12-2008 | Ending: 06-12-2009 | Lab: XYZ | Report Date: 06-12-2009, 09:33 PM

Date	Time	Action Type	Accession	Description	Username
06-16-2008	09:33:46 AM	DEMOCHANGE	NONE	TEST, PATIENT9 14	char|123|XYZ
06-16-2008	09:35:16 AM	DEMOCHANGE	NONE	TEST, PATIENT9 14	char|123|XYZ

g. Event

Audit Log Report

Starting: 06-12-2008 | Ending: 06-12-2009 | Lab: XYZ | Report Date: 06-12-2009, 09:36 PM

Date	Time	Action Type	Accession	Description	Username
11-10-2008	03:08:10 PM	EVENT	NONE	LT_596 Treatment	char|123|XYZ
05-05-2009	09:18:04 PM	EVENT	NONE	LT_572 Treatment	char|123|XYZ

h. Merge

i. Result Imported

Audit Log Report

Starting: 06-12-2004 | Ending: 06-12-2009 | Lab: XYZ | Report Date: 06-12-2009, 09:45 PM

Date	Time	Action Type	Accession	Description	Username
09-29-2004	03:00:36 PM	IMPORT	040921-0027	P	SYSTEM||XYZ
09-29-2004	03:00:37 PM	IMPORT	040921-0027	P	SYSTEM||XYZ
09-29-2004	03:00:37 PM	IMPORT	040625-0004	P	SYSTEM||XYZ

j. Result Printed

k. Result Reviewed

l. Result Viewed

m. Test Added

n. User Logged On

Audit Log Report

Starting: 06-12-2008 | Ending: 06-12-2009 | Lab: XYZ | Report Date: 06-12-2009, 09:55 PM

Date	Time	Action Type	Accession	Description	Username
06-13-2008	11:48:48 PM	LOGON	NONE	2008-06-13 11:53:55 PM	char|123|XYZ
06-14-2008	12:15:34 AM	LOGON	NONE	2008-06-14 12:15:34 AM	char|123|XYZ
06-14-2008	12:22:13 AM	LOGON	NONE	2008-06-14 12:22:13 AM	char|123|XYZ
06-15-2008	11:09:17 PM	LOGON	NONE	2008-06-15 11:09:17 PM	char|123|XYZ
06-16-2008	08:36:27 AM	LOGON	NONE	2008-06-16 08:36:27 AM	char|123|XYZ

o. User Options

Audit Log Report

Starting: 06-12-2008 | Ending: 06-12-2009 | Lab: XYZ | Report Date: 06-12-2009, 09:58 PM

Date	Time	Action Type	Accession	Description	Username
08-10-2008	11:27:19 PM	OPTIONS	NONE	Labtest - Char (TEST) Supplies Ordered	char|123|XYZ
08-11-2008	09:58:55 AM	OPTIONS	NONE	Labtest - Char (TEST) Supplies Ordered	char|123|XYZ

p. Orders

Audit Log Report

Starting: 06-12-2008 | Ending: 06-12-2009 | Lab: XYZ | Report Date: 06-12-2009, 09:59 PM

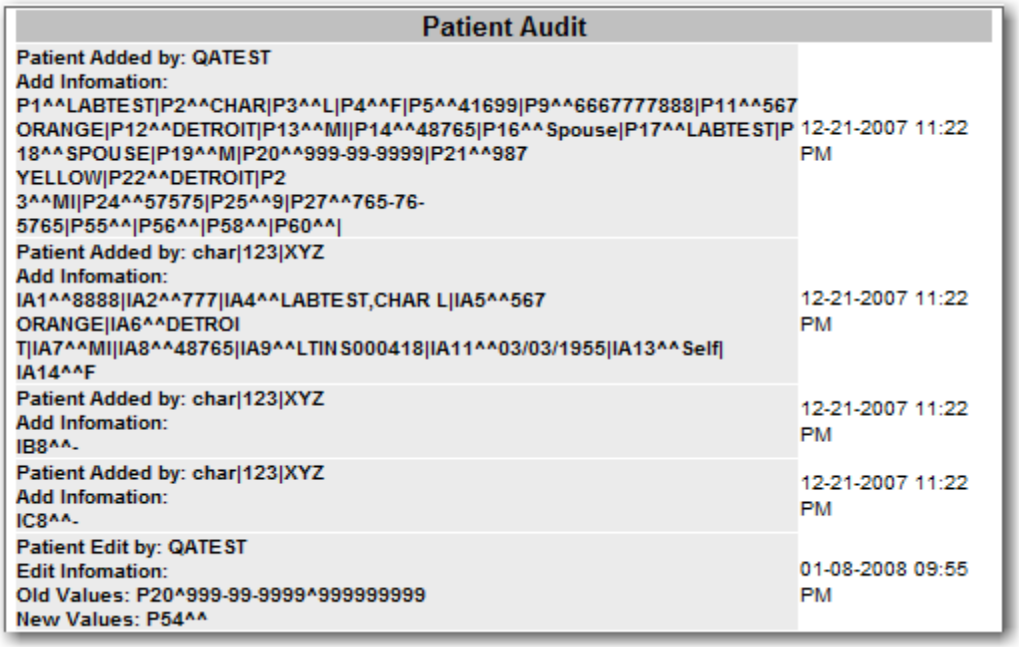
Date	Time	Action Type	Accession	Description	Username
06-12-2008	04:13:16 PM	STANDING ORDER		2008-06-12 04:13:16 PM	char|123|XYZ
06-12-2008	05:30:33 PM	STANDING ORDER		2008-06-12 05:30:33 PM	char|123|XYZ

E. Create a Patient Audit Report

- You must be logged in as the client mnemonic of the patient when you create a patient audit report. This is due to the fact that a different client mnemonic could contain a different patient with the same PID#. You can do this by either assuming the identity of a user with that client mnemonic or by entering the client mnemonic of the patient as your main client mnemonic.

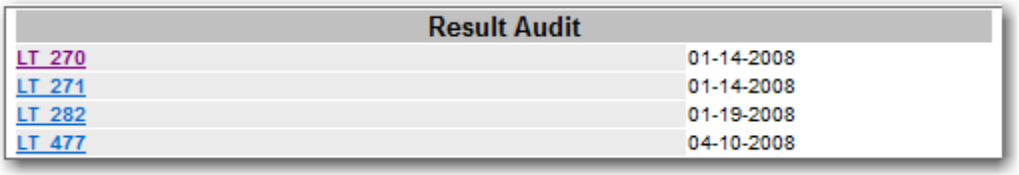
1. Select the 'Patient Audit Report' hyperlink. A new page will display.

2. Enter the Patient's ID# and select the 'Search' button. A new page will display.
   a. The Patient Audit section of the report displays the history of changes made to the patient.



Patient Audit	
Patient Added by: QATEST Add Infomation: P1^^LABTEST|P2^^CHAR|P3^^L|P4^^F|P5^^41699|P9^^6667777888|P11^^567 ORANGE|P12^^DETROIT|P13^^MI|P14^^48765|P16^^Spouse|P17^^LABTEST|P 18^^SPOUSE|P19^^M|P20^^999-99-9999|P21^^987 YELLOW|P22^^DETROIT|P2 3^^MI|P24^^57575|P25^^9|P27^^765-76- 5765|P55^^|P56^^|P58^^|P60^^|	12-21-2007 11:22 PM
Patient Added by: char|123|XYZ Add Infomation: IA1^^8888|IA2^^777|IA4^^LABTEST,CHAR L|IA5^^567 ORANGE|IA6^^DETROI T|IA7^^MI|IA8^^48765|IA9^^LTINS000418|IA11^^03/03/1955|IA13^^Self| IA14^^F	12-21-2007 11:22 PM
Patient Added by: char|123|XYZ Add Infomation: IB8^^-	12-21-2007 11:22 PM
Patient Added by: char|123|XYZ Add Infomation: IC8^^-	12-21-2007 11:22 PM
Patient Edit by: QATEST Edit Infomation: Old Values: P20^999-99-9999^999999999 New Values: P54^^	01-08-2008 09:55 PM

   b. The Result Audit section of the report displays the accession #'s for the patient. Select the 'Accession #' hyperlink of the result you wish to view.



Result Audit	
LT 270	01-14-2008
LT 271	01-14-2008
LT 282	01-19-2008
LT 477	04-10-2008

   c. An audit trail of that result will be displayed.

Audit	
Inbound HL7 load by file: View File	01-14-2008 12:09 PM
Inbound HL7 load by file: View File	01-14-2008 12:09 PM
Accession Viewed by char|123|XYZ:	01-14-2008 12:11 PM
Accession Viewed by char|123|XYZ:	05-06-2008 03:07 PM
Inbox Print - Print All by char|123|XYZ:	07-16-2008 11:00 AM
Inbox Print - Print All by char|123|XYZ:	07-16-2008 11:03 AM
Inbox Print - Selected by char|123|XYZ:	07-21-2008 04:53 PM
Inbox Print - Selected by char|123|XYZ:	07-25-2008 02:57 PM
Inbox Print - Selected by 15101520|123|XYZ:	08-01-2008 08:04 AM

d. Select the 'View File' hyperlink to view the HL7 file that was loaded.

```
MSH|^~\&|PATHNET|SJMHS|TDS|1IDC|20090401153200-0400||ORM^O01|41|P|2.2
PID|||000870872|41000|LIBLIFEPOINT^SHAH2||19670801|M||U|||||||000155491789089
PV1|||IDC1|||||||41A|||||||4201504^SHAH,AKSHAY  MD|O|9089|||||||||||||||||||||||||
ORC|SN||||IP||||20090401152000-0400|CRTKRH||4201504^SHAH,AKSHAY  MD|LBSP
OBR|||0000909100038|1000050^BUN^BLOOD UREA NITROGEN (BUN)|RT|20090401152000-0400|
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